eFOCuS

efficient, Friendly, Online, Customer Solution

Draft Version 1.0

Training Manual

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Chapter 1: Introduction Microsoft NAV – ERP eFOCuS

1.1 About Microsoft Dynamics NAV 2009

Microsoft Dynamics NAV 2009 is a business management solution for small and mid-sized organizations that automates and streamlines business processes. Highly adaptable and rich with features, Microsoft Dynamics NAV enables companies to manage their business, including finance, manufacturing, sales, shipping, project management, services, and more. Companies can easily add functionality that is relevant to the region of operation, and that is customized to support even highly specialized industries.

1.2 System Hardware and Software Required

Operating Systems

- Windows XP (With Service Pack 3)
- Windows 7
- Windows Vista

Utility

- . net framework 3.5 installed (Xps document printer to be visible in printers)
- IE 8

Internet Explorer 8 is mandatory for using eFOCuS

1.3 Getting Started…….

There will be two systems provided to you. One system will be the test system (also called the quality system) and the other one is for normal working (called as Production system)
Testing system or Quality system internet address

\\quality.boschefocus.com

Production system when your operations begin is available at the internet address

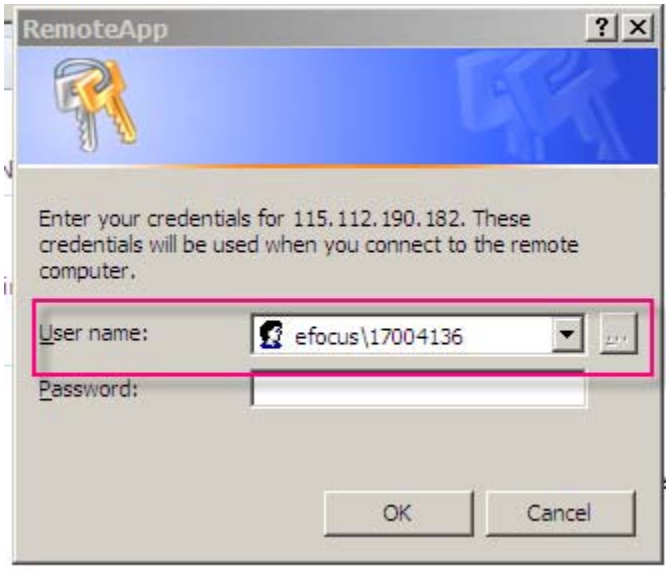
https:\\boschefocus.com

Steps to be followed to start working with eFocus:

Step 1: Open internet explorer and type the internet address

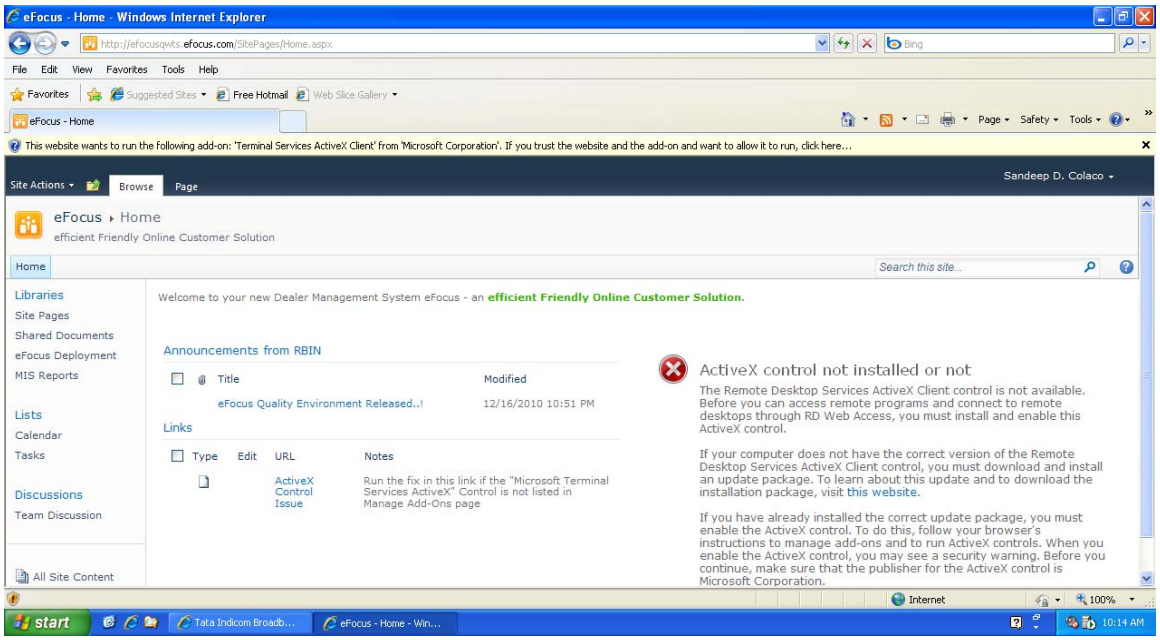
http://quality.boschefocus.com/ and press enter. You will be prompted to enter your user name and password. Your user name will be

efocus\170XXXXXU1 (password will be mailed to you)



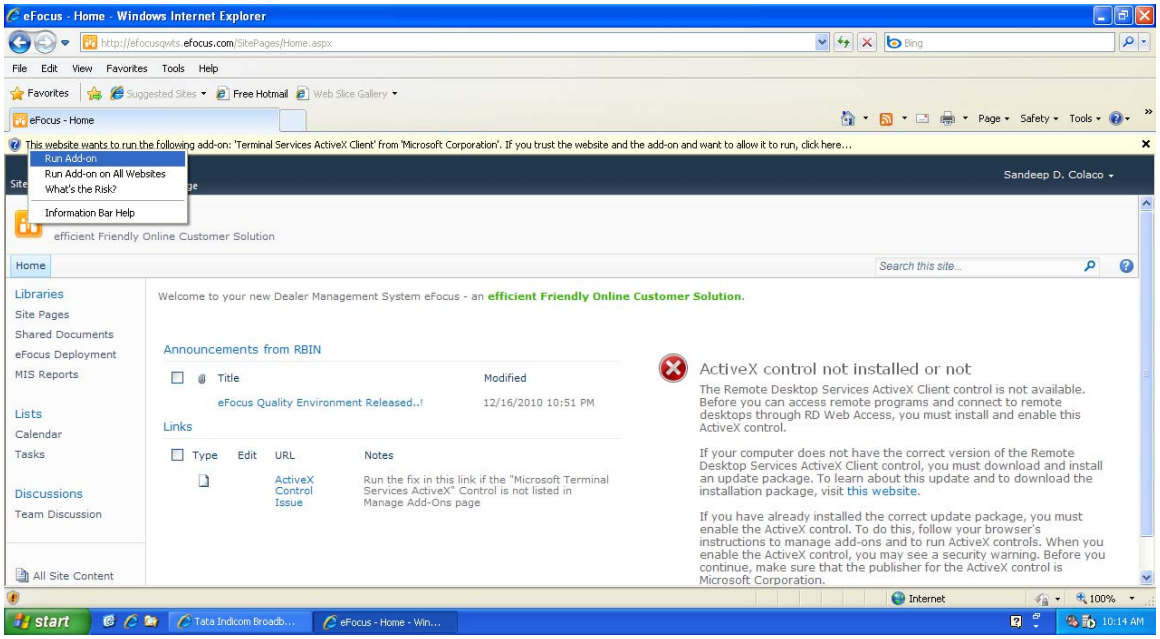
Step 2: eFocus home page will be loaded as shown in below image. If you get

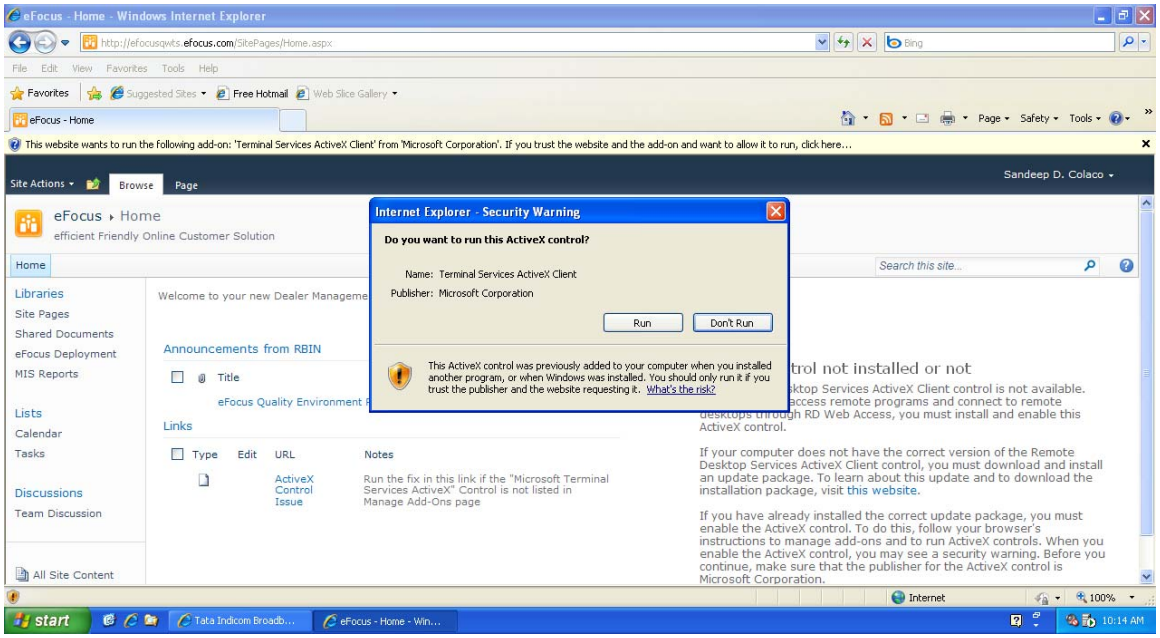
Click on ActiveX Control Issue. A new window will open


eFocus - Home - Windows Internet Explorer
This website wants to run the following add-on: 'Terminal Services ActiveX Client' from 'Microsoft Corporation'. If you trust the website and the add-on and want to allow it to run, click here...
Site Actions
Browse
Page
Sandeep D. Colaco
eFocus ▸ Home
efficient Friendly Online Customer Solution
Home
Search this site...
Libraries
Site Pages
Shared Documents
eFocus Deployment
MIS Reports
Lists
Calendar
Tasks
Discussions
Team Discussion
All Site Content
Welcome to your new Dealer Management System eFocus - an efficient Friendly Online Customer Solution.
Announcements from RBIN
Title
Modified
eFocus Quality Environment Released..!
12/16/2010 10:51 PM
Links
Type
Edit
URL
Notes
ActiveX Control Issue
Run the fix in this link if the "Microsoft Terminal Services ActiveX" Control is not listed in Manage Add-Ons page
ActiveX control not installed or not
The Remote Desktop Services ActiveX Client control is not available. Before you can access remote programs and connect to remote desktops through RD Web Access, you must install and enable this ActiveX control.
If your computer does not have the correct version of the Remote Desktop Services ActiveX Client control, you must download and install an update package. To learn about this update and to download the installation package, visit this website.
If you have already installed the correct update package, you must enable the ActiveX control. To do this, follow your browser's instructions to manage add-ons and to run ActiveX controls. When you enable the ActiveX control, you may see a security warning. Before you continue, make sure that the publisher for the ActiveX control is Microsoft Corporation.
Internet
100%
start
10:14 AM

Scroll to the bottom of the screen and click on “Fix Issue “and follow steps
You need to close IE when the update is running.

Step 3: Once the update has completed, open the main page. Click on Run Add-on

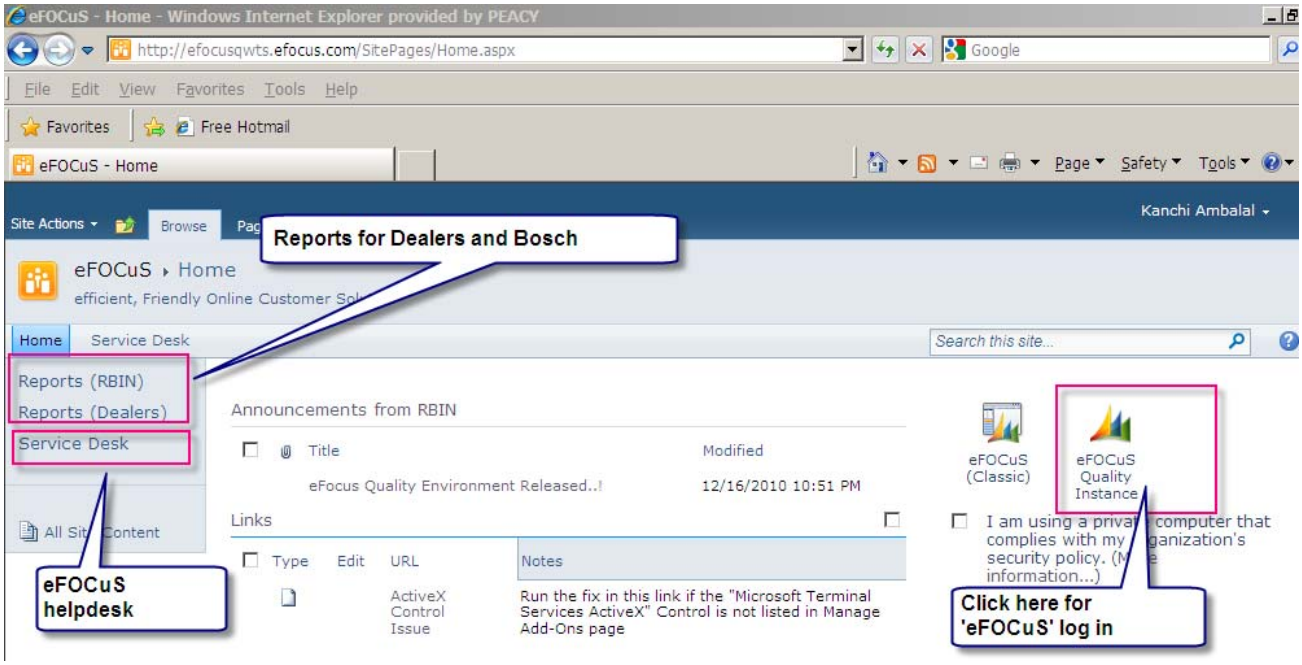

eFocus - Home - Windows Internet Explorer
Run Add-on
Run Add-on on All Websites
What's the Risk?
Information Bar Help
Sandeep D. Colaco
efficient Friendly Online Customer Solution
Home
Search this site...
Libraries
Site Pages
Shared Documents
eFocus Deployment
MIS Reports
Lists
Calendar
Tasks
Discussions
Team Discussion
All Site Content
Welcome to your new Dealer Management System eFocus - an efficient Friendly Online Customer Solution.
Announcements from RBIN
Title
Modified
eFocus Quality Environment Released..!
12/16/2010 10:51 PM
Links
Type
Edit
URL
Notes
ActiveX Control Issue
Run the fix in this link if the "Microsoft Terminal Services ActiveX" Control is not listed in Manage Add-Ons page
ActiveX control not installed or not
The Remote Desktop Services ActiveX Client control is not available. Before you can access remote programs and connect to remote desktops through RD Web Access, you must install and enable this ActiveX control.
If your computer does not have the correct version of the Remote Desktop Services ActiveX Client control, you must download and install an update package. To learn about this update and to download the installation package, visit this website.
If you have already installed the correct update package, you must enable the ActiveX control. To do this, follow your browser's instructions to manage add-ons and to run ActiveX controls. When you enable the ActiveX control, you may see a security warning. Before you continue, make sure that the publisher for the ActiveX control is Microsoft Corporation.
start
10:14 AM


eFocus - Home - Windows Internet Explorer
Internet Explorer - Security Warning
Do you want to run this ActiveX control?
Name: Terminal Services ActiveX Client
Publisher: Microsoft Corporation
Run
Don't Run
This ActiveX control was previously added to your computer when you installed another program, or when Windows was installed. You should only run it if you trust the publisher and the website requesting it. What's the risk?
Sandeep D. Colaco
eFocus ▸ Home
efficient Friendly Online Customer Solution
Home
Search this site...
Libraries
Site Pages
Shared Documents
eFocus Deployment
MIS Reports
Lists
Calendar
Tasks
Discussions
Team Discussion
All Site Content
Announcements from RBIN
Links
ActiveX Control Issue
Run the fix in this link if the "Microsoft Terminal Services ActiveX" Control is not listed in Manage Add-Ons page
start
10:14 AM

Step 4: Refresh the browser screen and you would see the “eFocus” icon loaded as shown below.

Click on “**eFocus**” icon to start NAV solution.

Step 5: Select the options as below in the “RemoteApp” screen and then click “Connect”

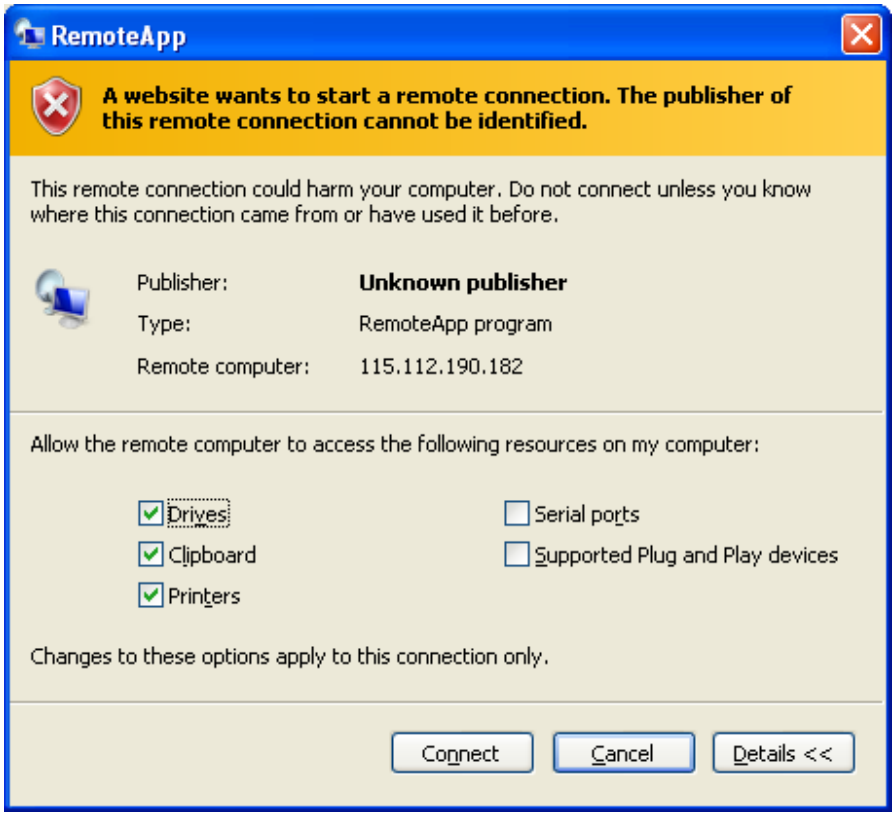


There are three categories which will be used.

Reports (RBIN) provides the reports which can be viewed by Bosch (E.g. Sale order details, invoice reports etc.)

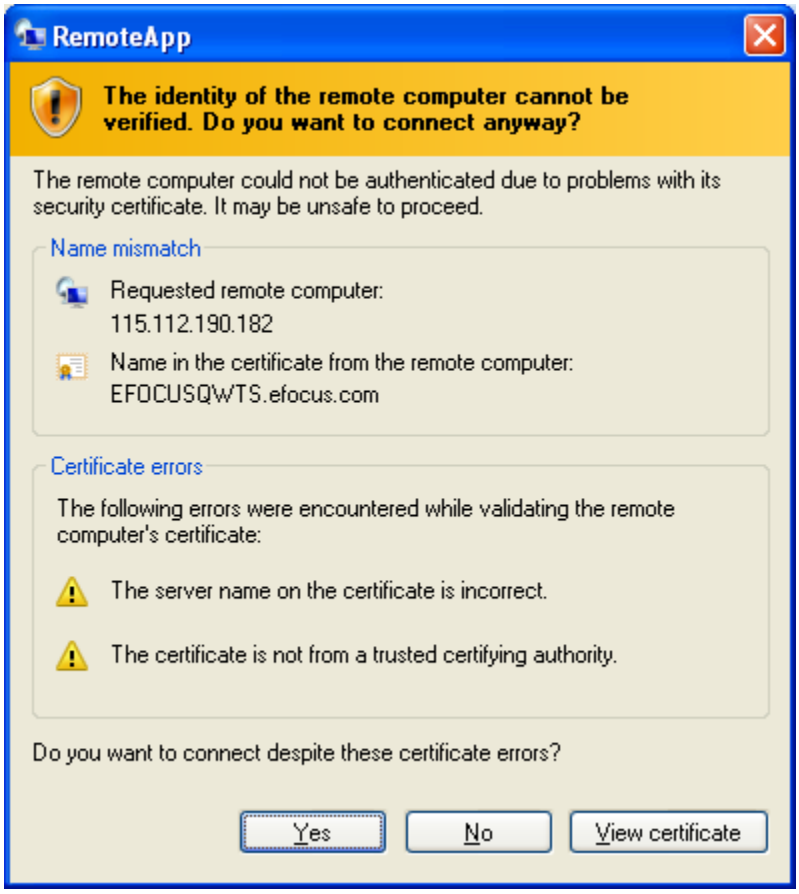
Service Desk: In this section, you can register any problems related to eFOCuS and get solution from our System Incharge or from our software support team. All problems will be recorded till they get closed to your satisfaction.

eFOCuS: This is the main link to open the eFOCuS application

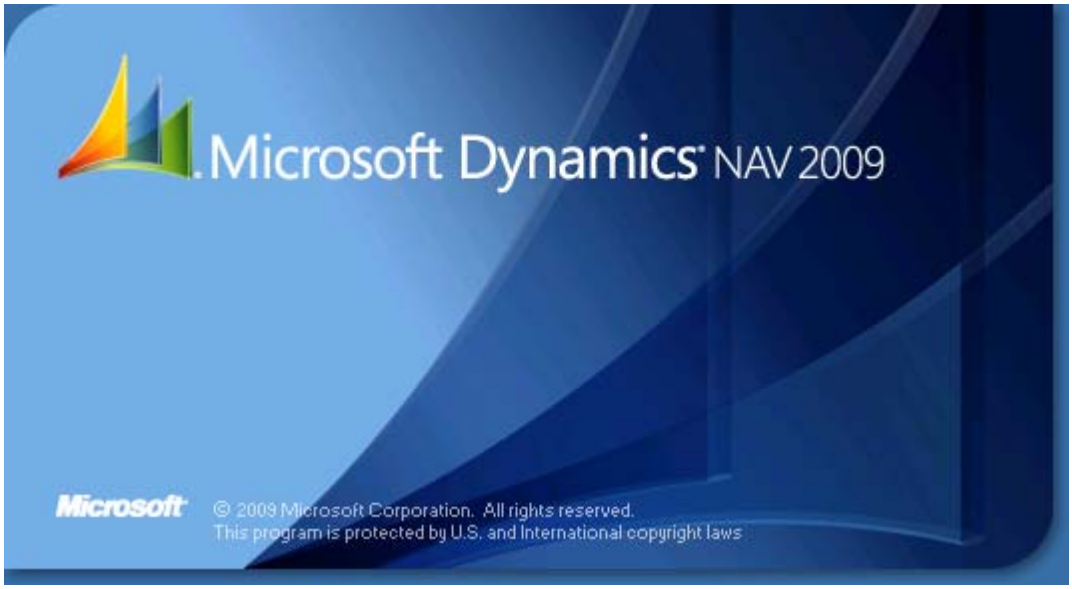

RemoteApp
A website wants to start a remote connection. The publisher of this remote connection cannot be identified.
This remote connection could harm your computer. Do not connect unless you know where this connection came from or have used it before.
Publisher: Unknown publisher
Type: RemoteApp program
Remote computer: 115.112.190.182
Allow the remote computer to access the following resources on my computer:
Drives
Clipboard
Printers
Serial ports
Supported Plug and Play devices
Changes to these options apply to this connection only.
Connect
Cancel
Details <<

Step 6: Enter your credentials in the “RemoteApp” security screen. System will ask for credentials again for security reasons.

Step 7: Click "Yes" to accept the certificate warning (this will happen only in the current quality environment) and to load eFocus Solution.


RemoteApp
The identity of the remote computer cannot be verified. Do you want to connect anyway?
The remote computer could not be authenticated due to problems with its security certificate. It may be unsafe to proceed.
Name mismatch
Requested remote computer:
115.112.190.182
Name in the certificate from the remote computer:
EFOCUSQWTS.efocus.com
Certificate errors
The following errors were encountered while validating the remote computer's certificate:
The server name on the certificate is incorrect.
The certificate is not from a trusted certifying authority.
Do you want to connect despite these certificate errors?
Yes
No
View certificate

Step 8: You will see the Microsoft Dynamics NAV 2009 Splash screen followed by eFocus solution loaded.

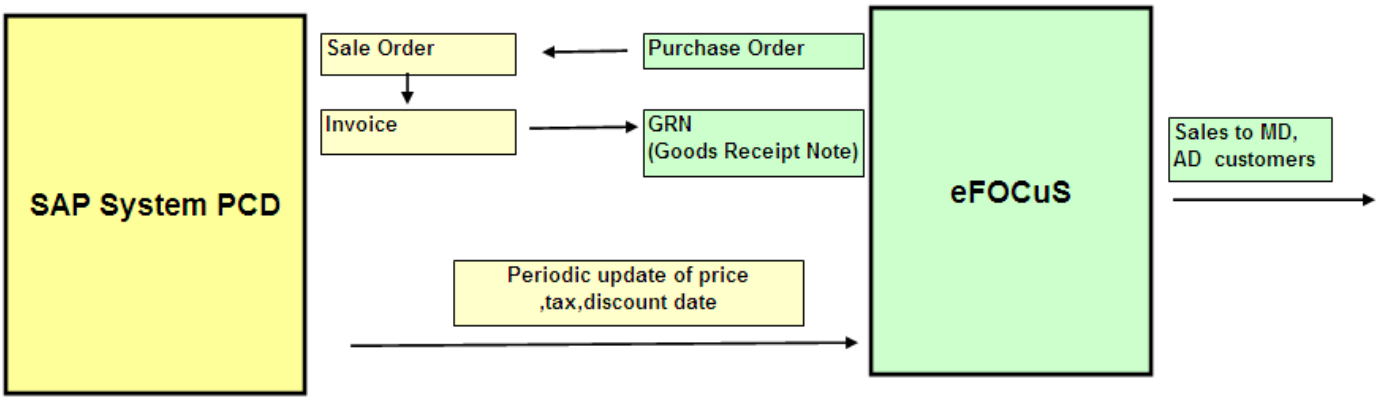

Microsoft Dynamics NAV 2009
Microsoft
© 2009 Microsoft Corporation. All rights reserved.
This program is protected by U.S. and International copyright laws

Chapter 2: Overview of Business Processes

Bosch is using SAP ERP for all its operations. Most of the sale processes are automated on system. The AA (Automotive Aftermarket) uses SAP system called as 'PCD'. The retail business mainly uses the functionality of retail billing with pricing on MRP. The concept of month wise batch and MRP is the used for billing with discounts as applicable. The billing includes sales within the state or outside the state (CST or VAT billing).

eFOCuS is a system developed mainly to faciliate the sales process between Bosch and its dealers and further faciliate the sales from dealer to the end customer.

The basic information exchange between SAP and eFOCuS is illustrated below



Chapter 3: Masters

SALES AND DISTRIBUTION:

MASTERS:

CUSTOMER MASTER:

To view the customer master, click on '**Departments**' and '**Sales and Marketing'** . Then click on 'Masters' and under the 'Lists' category on the righhand side of the screen, click on **'Customers'**
The customer master details are stored under the following categories.

A. General
B. Communication
C. Invoicing
D. Payments
E. Shipping
F. Foreign Trade
G. *Tax information*

All fields marked with * are mandatory fields and needs to be filled up in the customer master

A. General:

Name: Customer Name

Address: Customer Address

State Code: State code needs to be selected from the drop list. This is the field which determines the taxes and is mandatory for tax determination

Salesperson Code: Salesperson code needs to be created and assigned to all FR. Once linked to a Customer when sales is done for the Customer, Sales targets etc will get updated in FR Sales report.

Customer Type: MD for Bosch specified Customers, AD for Other customers

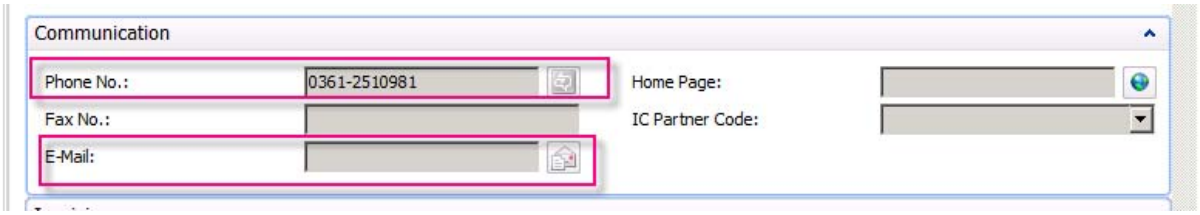
Customer Category: Define & selected required Category

Balance: Customer outstanding payment

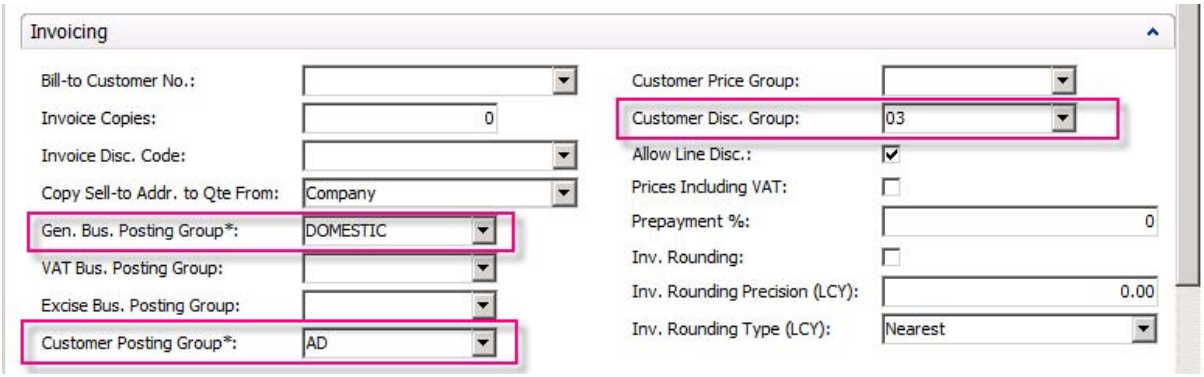
CR Limit: Credit limit available for this customer

B.Communication:

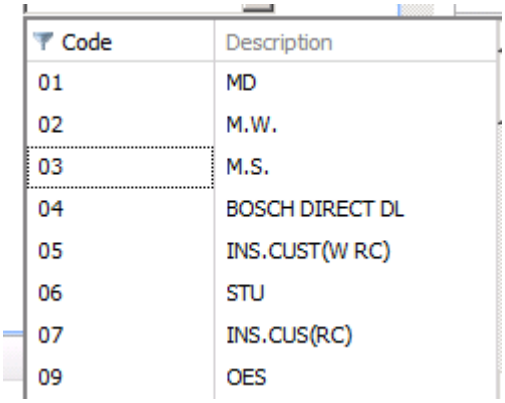
Under this section, the customer contact numbers are maintained.



C. Invoicing

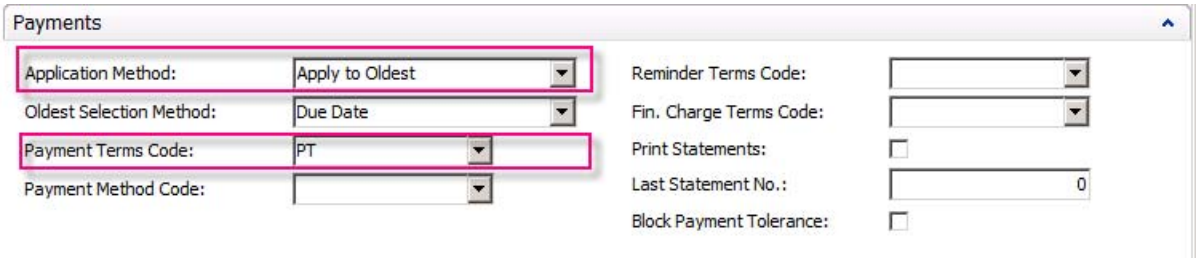


Gen.Bus.Posting Group: This is selected as 'Domestic', since all the business carried out is domestic and within India.
Customer Posting Group: This will be posted as 'MD' if it is a MD customer. This field will automatically flow from SAP PCD system of Bosch. This need not be maintained manually.
If it is 'AD' mode customer, then 'AD' has to be selected. This has to be selected manually when a new customer code is created.
Customer Discuout Group: This field determines the discounts that has to be given for a particular customer type. Depending upon the type of customer, the discounts group can be maintained.



Code	Description
01	MD
02	M.W.
03	M.S.
04	BOSCH DIRECT DL
05	INS.CUST(W RC)
06	STU
07	INS.CUS(RC)
09	OES

D: Payments



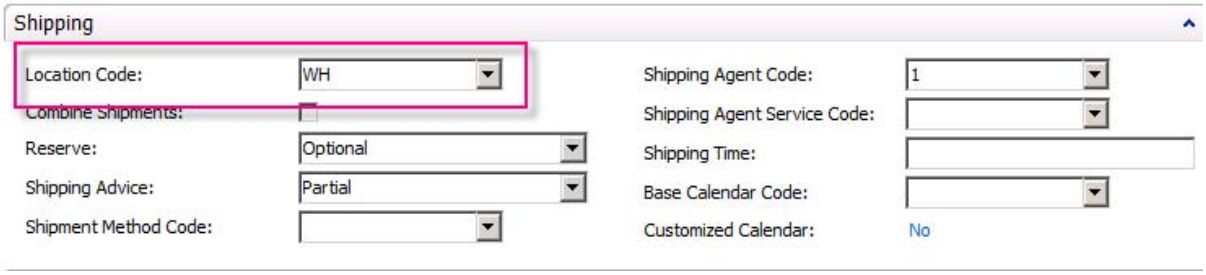
Application Method: This field will help in calculating the CD penalty for the particular customer. If 'Manual' is selected, then MD can adjust the customer payment with respect to the invoices.If 'Apply to Oldest' is selected, then the payment will get adjusted in FIFO (First in First out) basis

Payment Term Code: This filed will determine the terms of payment. (D479 and D480)

- **D479 is for local customers**
- **D480 is for outstation customers.**

MD can define their own payment terms for AD customers.

E: Shipping:

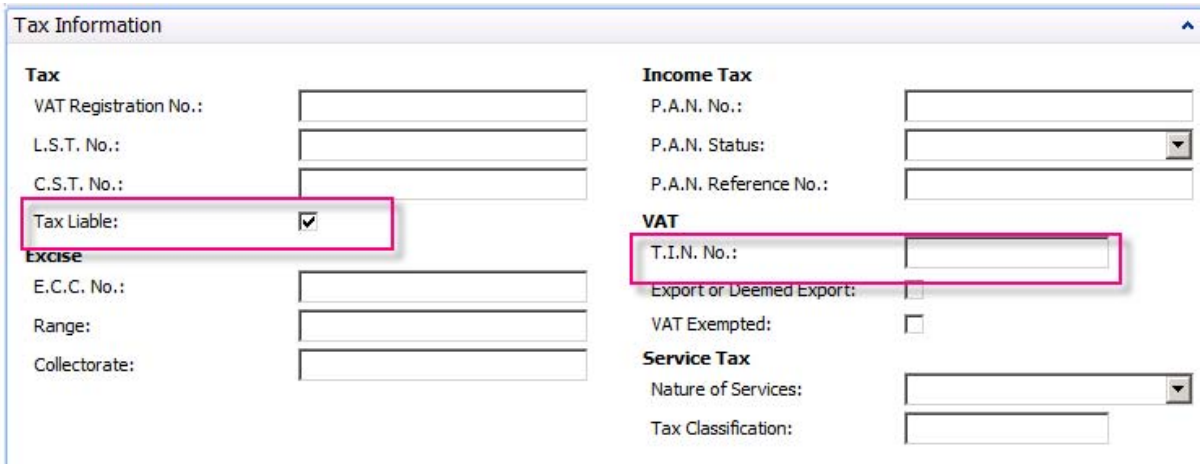


The Location code should be selected as 'WH'. This field is important for tax determination.

F: Foreign Trade:

This is not important for Indian customers

G: Tax Information

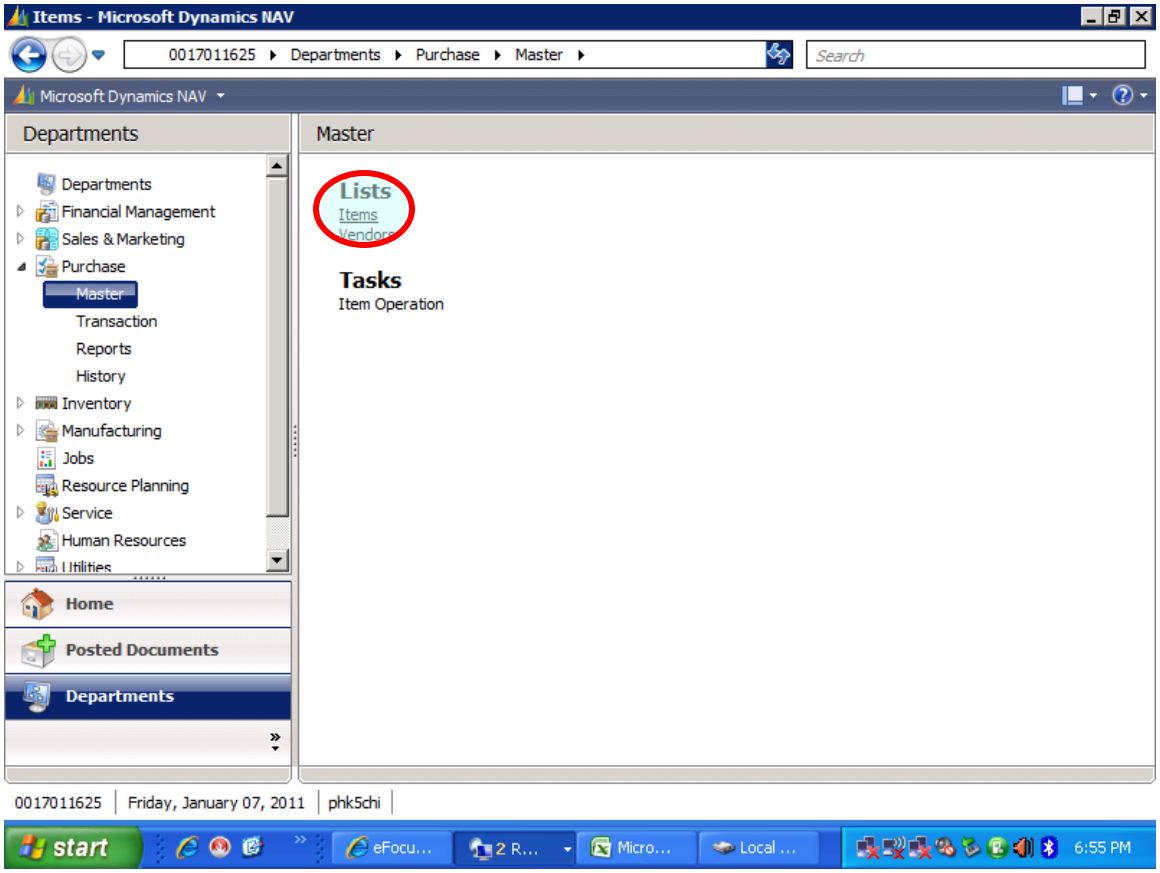


Tax Liable: This should be ticked if taxes have to be calculated in the invoice /sale order
TIN No: If this number is entered, invoice header will be printed as **'TAX INVOICE'**
If this number is not entered, then it will printed as **'SALE INVOICE'**

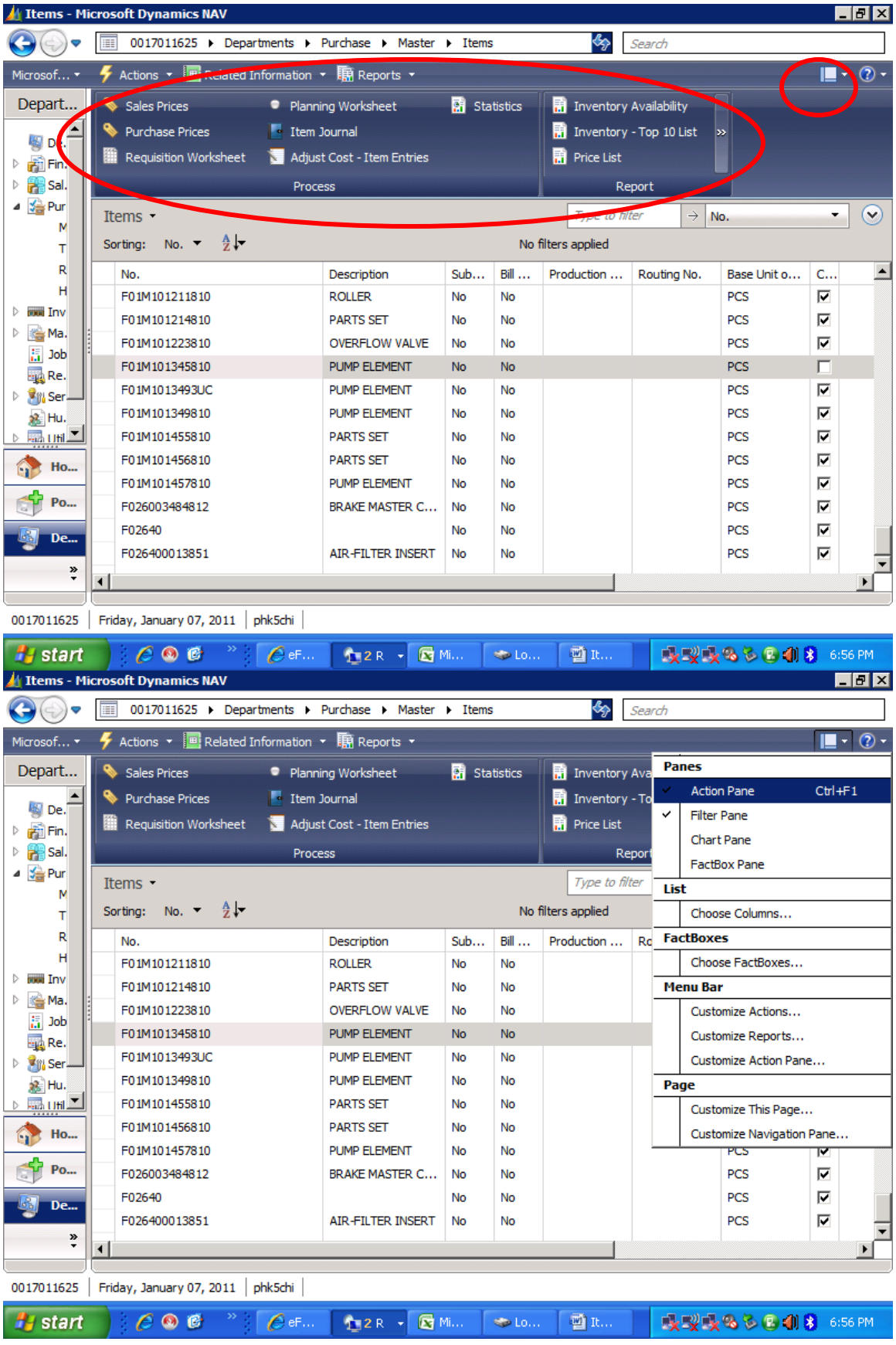
Vendor Master:

(To be included)

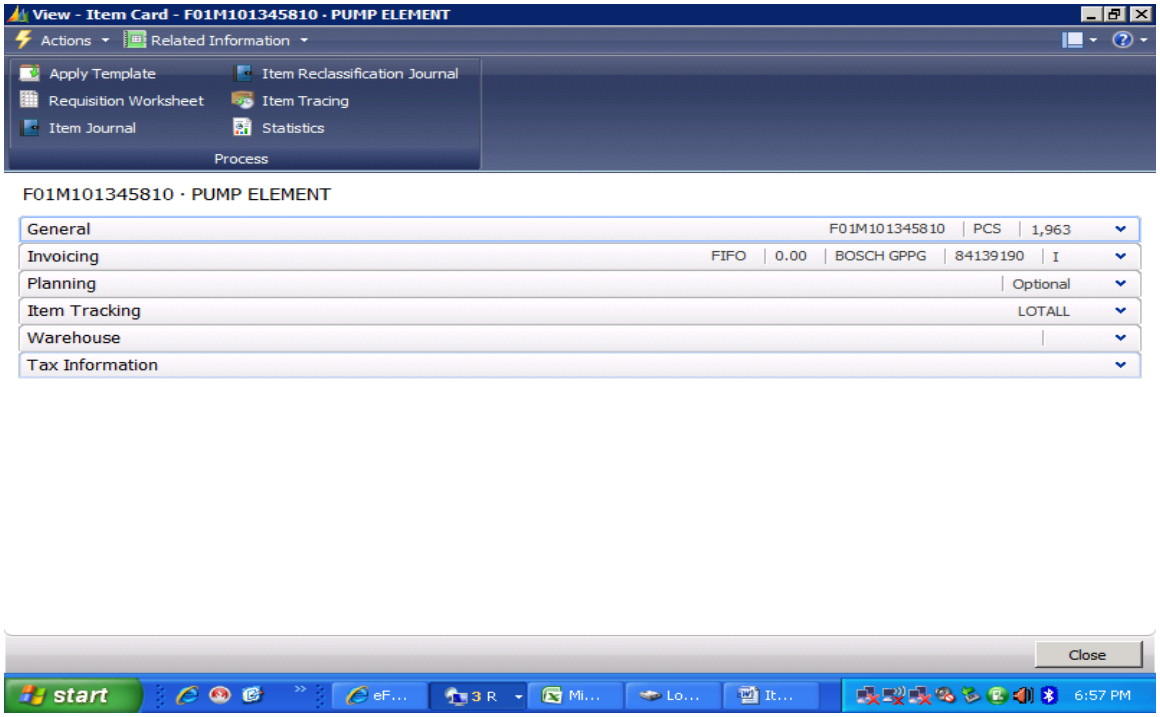
Item Master:

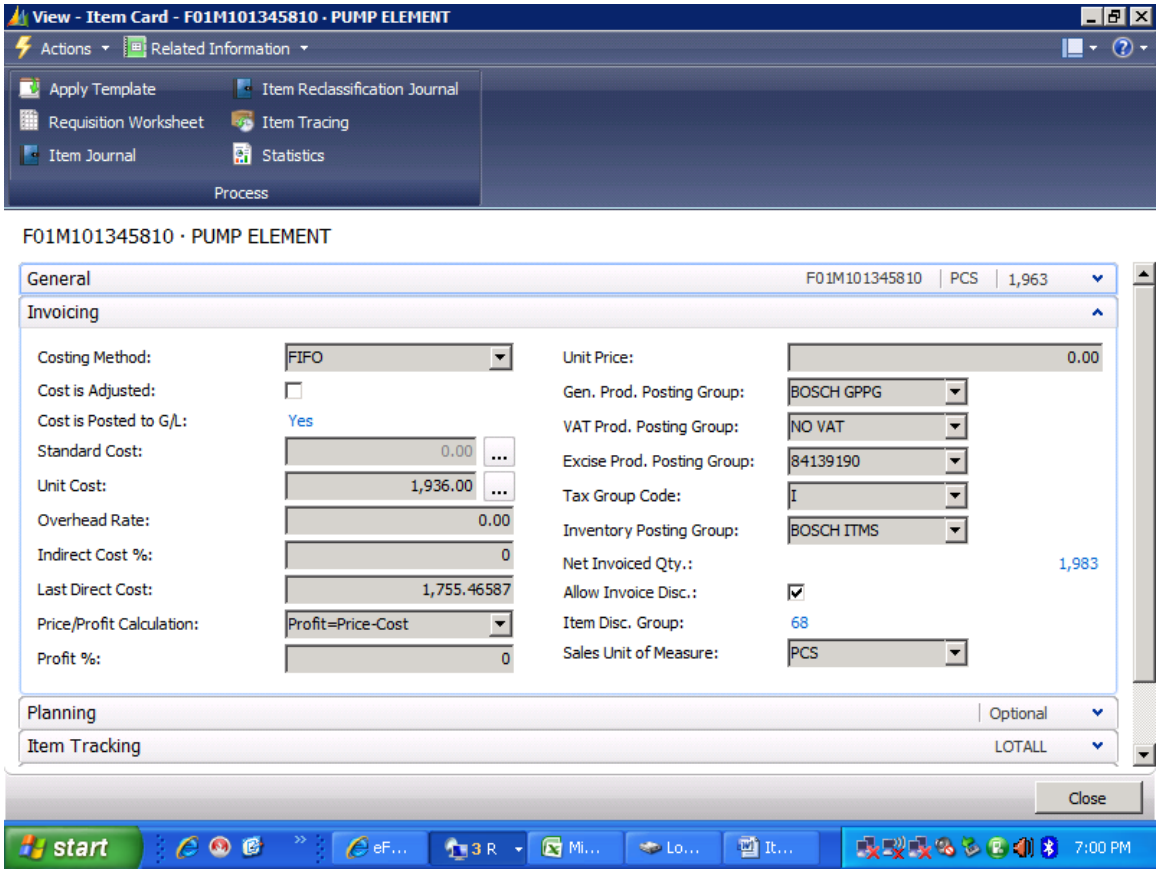


Select Items


Items - Microsoft Dynamics NAV
0017011625 ▸ Departments ▸ Purchase ▸ Master ▸ Items
Search
Actions
Related Information
Reports
Sales Prices
Purchase Prices
Requisition Worksheet
Planning Worksheet
Item Journal
Adjust Cost - Item Entries
Statistics
Inventory Availability
Inventory - Top 10 List
Price List
Process
Report
Items
Sorting: No.
No filters applied
No.
Description
Sub...
Bill ...
Production ...
Routing No.
Base Unit o...
C...
F01M101211810 ROLLER No No PCS
F01M101214810 PARTS SET No No PCS
F01M101223810 OVERFLOW VALVE No No PCS
F01M101345810 PUMP ELEMENT No No PCS
F01M1013493UC PUMP ELEMENT No No PCS
F01M101349810 PUMP ELEMENT No No PCS
F01M101455810 PARTS SET No No PCS
F01M101456810 PARTS SET No No PCS
F01M101457810 PUMP ELEMENT No No PCS
F026003484812 BRAKE MASTER C... No No PCS
F02640 No No PCS
F026400013851 AIR-FILTER INSERT No No PCS
0017011625 Friday, January 07, 2011 phk5chi
start
6:56 PM
Panes
Action Pane Ctrl+F1
Filter Pane
Chart Pane
FactBox Pane
List
Choose Columns...
FactBoxes
Choose FactBoxes...
Menu Bar
Customize Actions...
Customize Reports...
Customize Action Pane...
Page
Customize This Page...
Customize Navigation Pane...

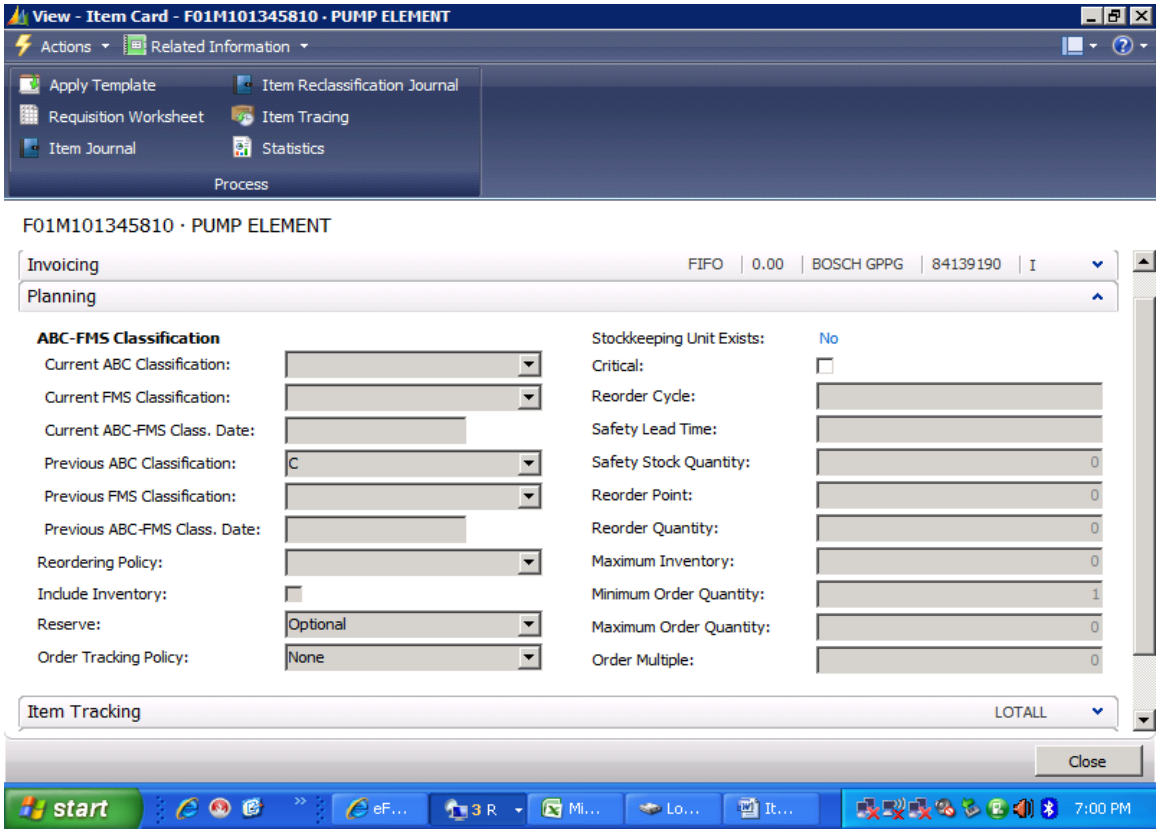
The top screen is the Action Pane

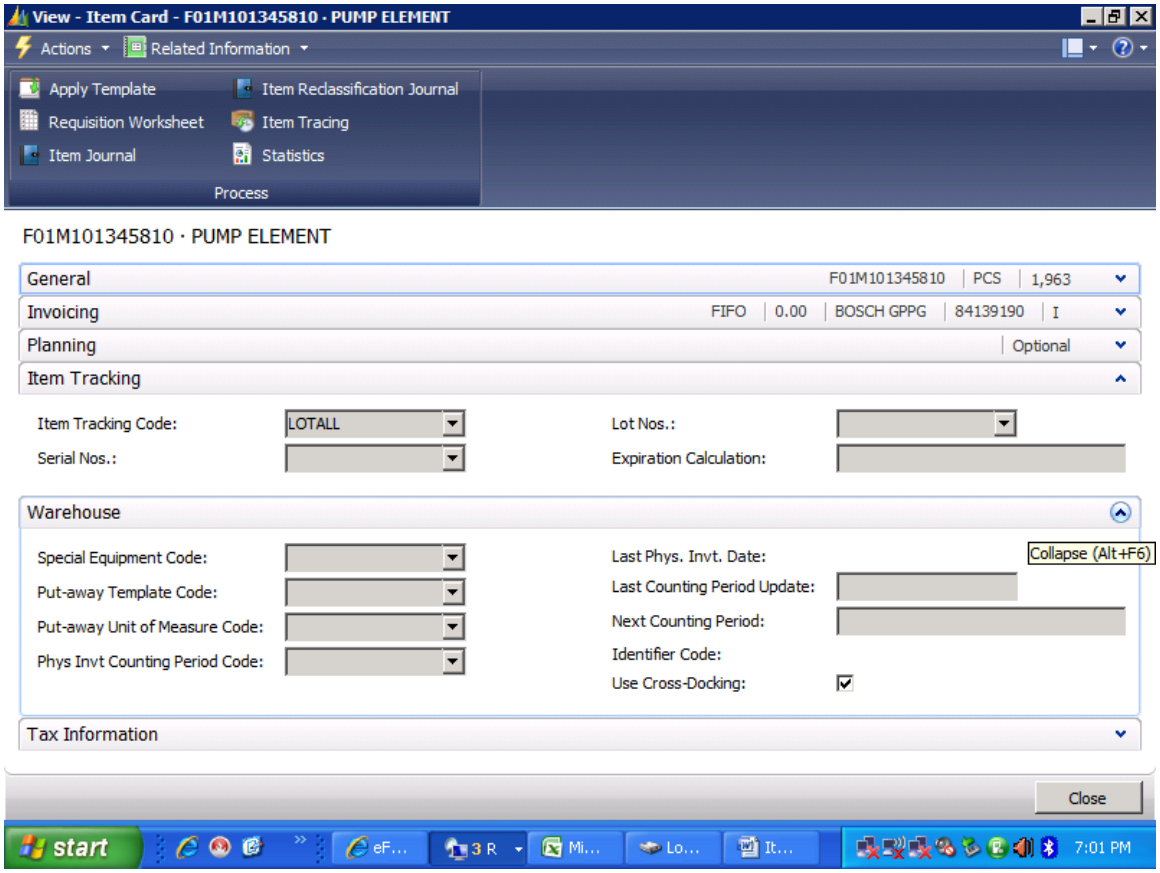




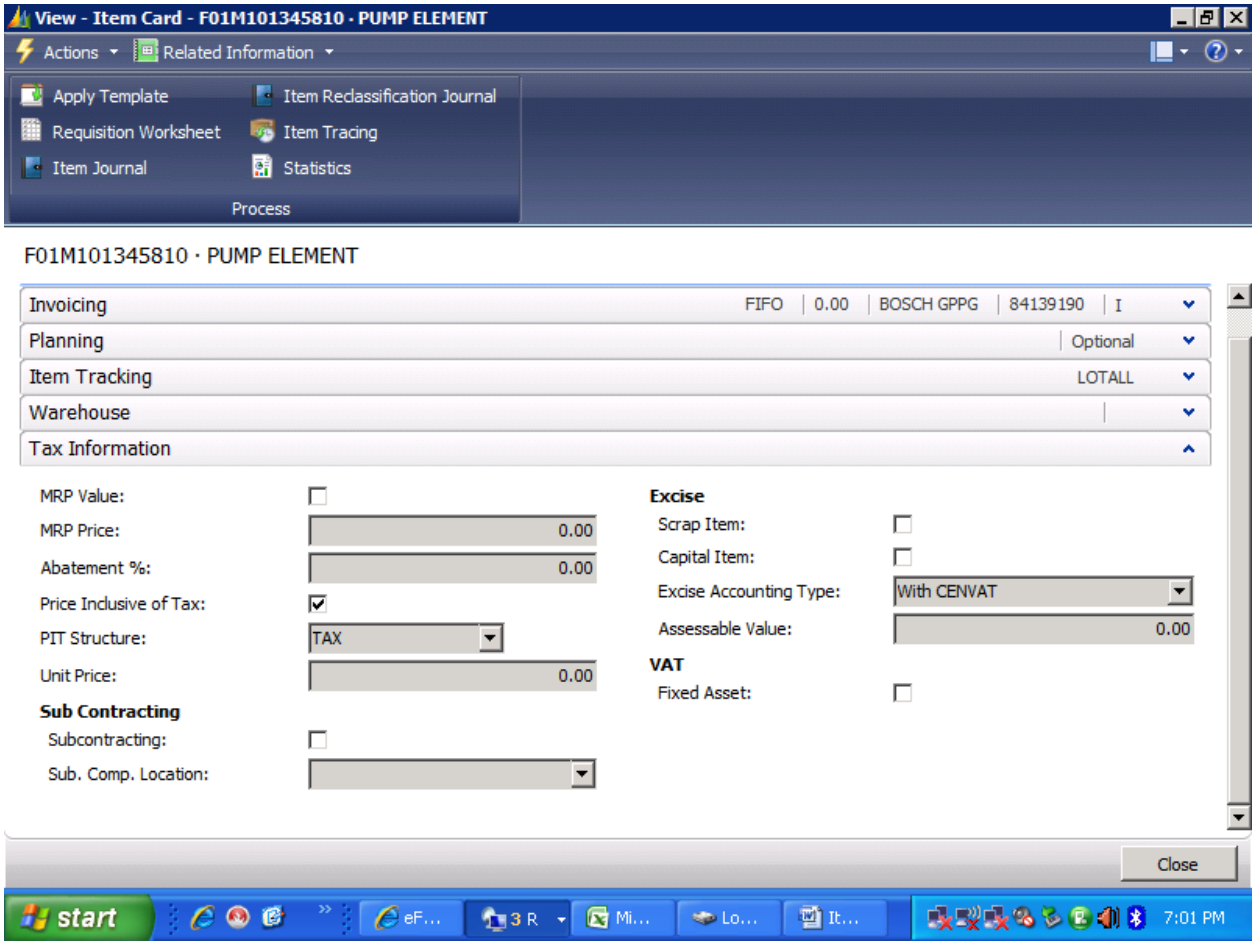
Sales **Unit of Measure** should be **PCS**

Item Discount group code determines the discount rates applicable for the material





Item Tracking Code: Should be **LOTALL**


View - Item Card - F01M101345810 - PUMP ELEMENT
Actions
Related Information
Apply Template
Requisition Worksheet
Item Journal
Item Reclassification Journal
Item Tracing
Statistics
Process
F01M101345810 · PUMP ELEMENT
Invoicing
FIFO
0.00
BOSCH GPPG
84139190
I
Planning
Optional
Item Tracking
LOTALL
Warehouse
Tax Information
MRP Value:
MRP Price:
0.00
Abatement %:
0.00
Price Inclusive of Tax:
PIT Structure:
TAX
Unit Price:
0.00
Sub Contracting
Subcontracting:
Sub. Comp. Location:
Excise
Scrap Item:
Capital Item:
Excise Accounting Type:
With CENVAT
Assessable Value:
0.00
VAT
Fixed Asset:
Close
start
7:01 PM

Purchase & Inventory Modules

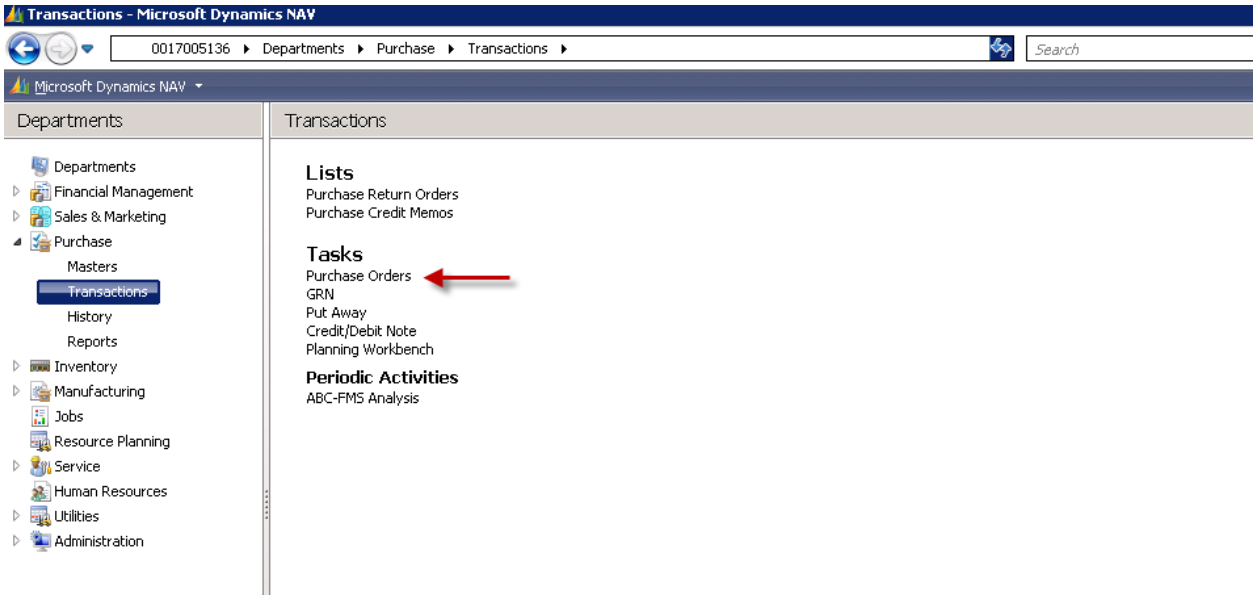
In Purchase Module we have following topics

1. Purchase order
2. GRN
3. Purchase Return

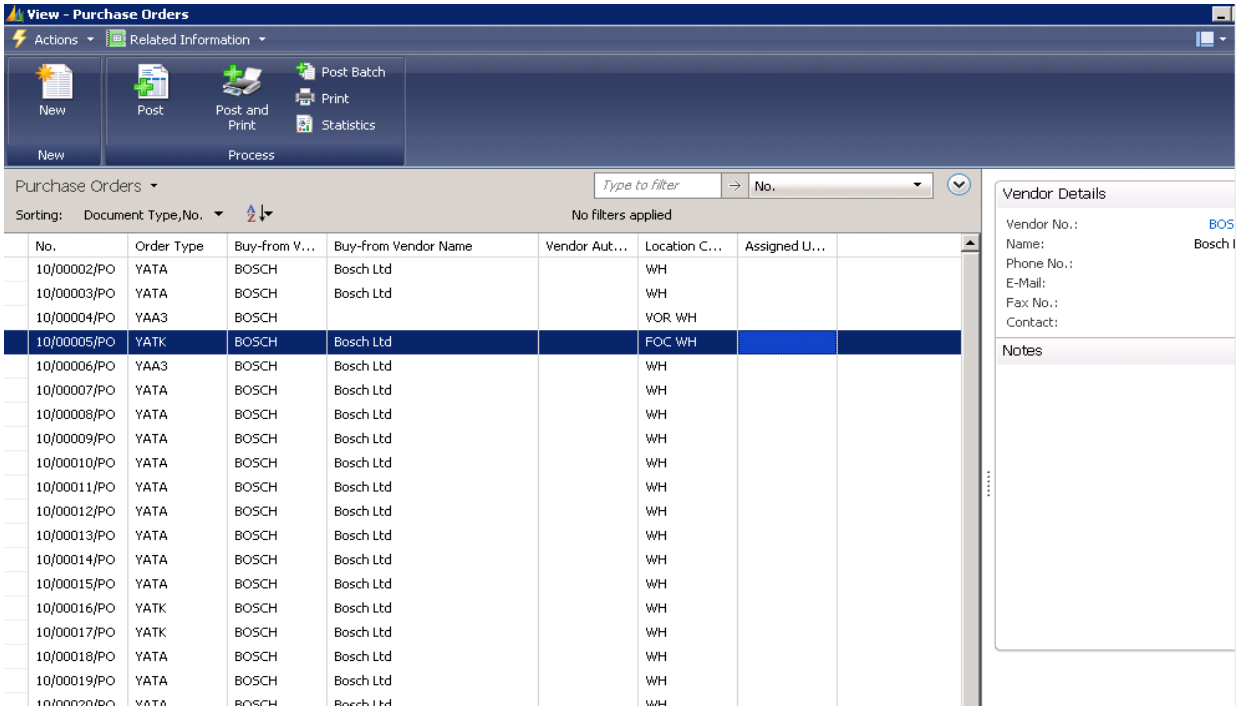
1. Purchase Order

To create a Purchase Order the path is

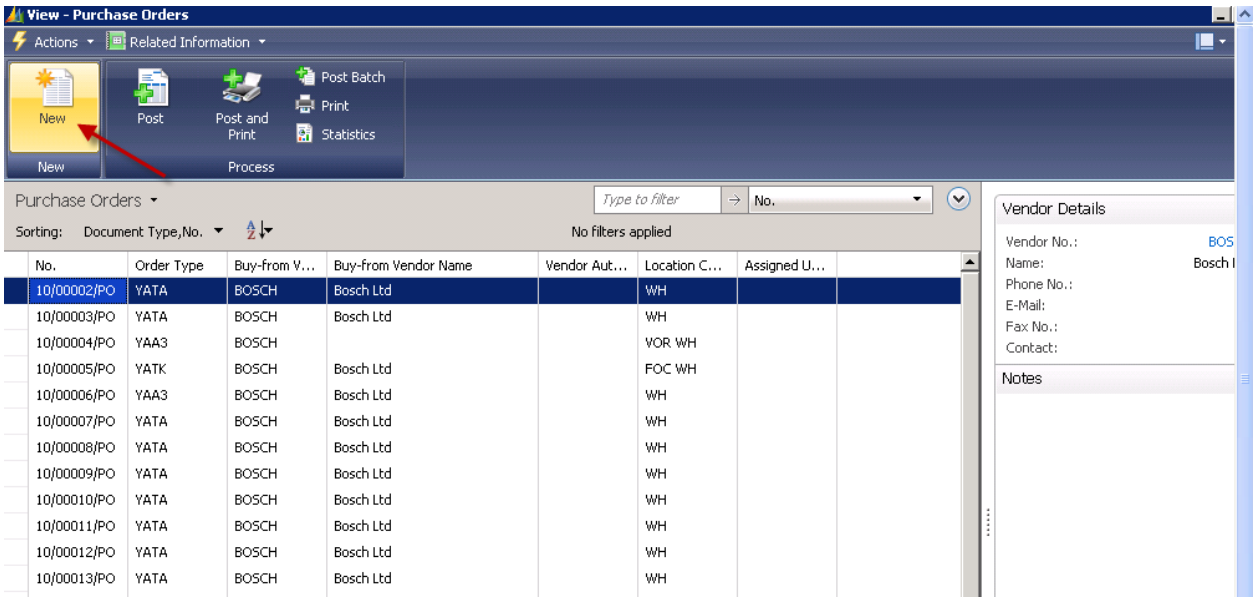
Path: Departments/Purchase/Transactions/Purchase Orders



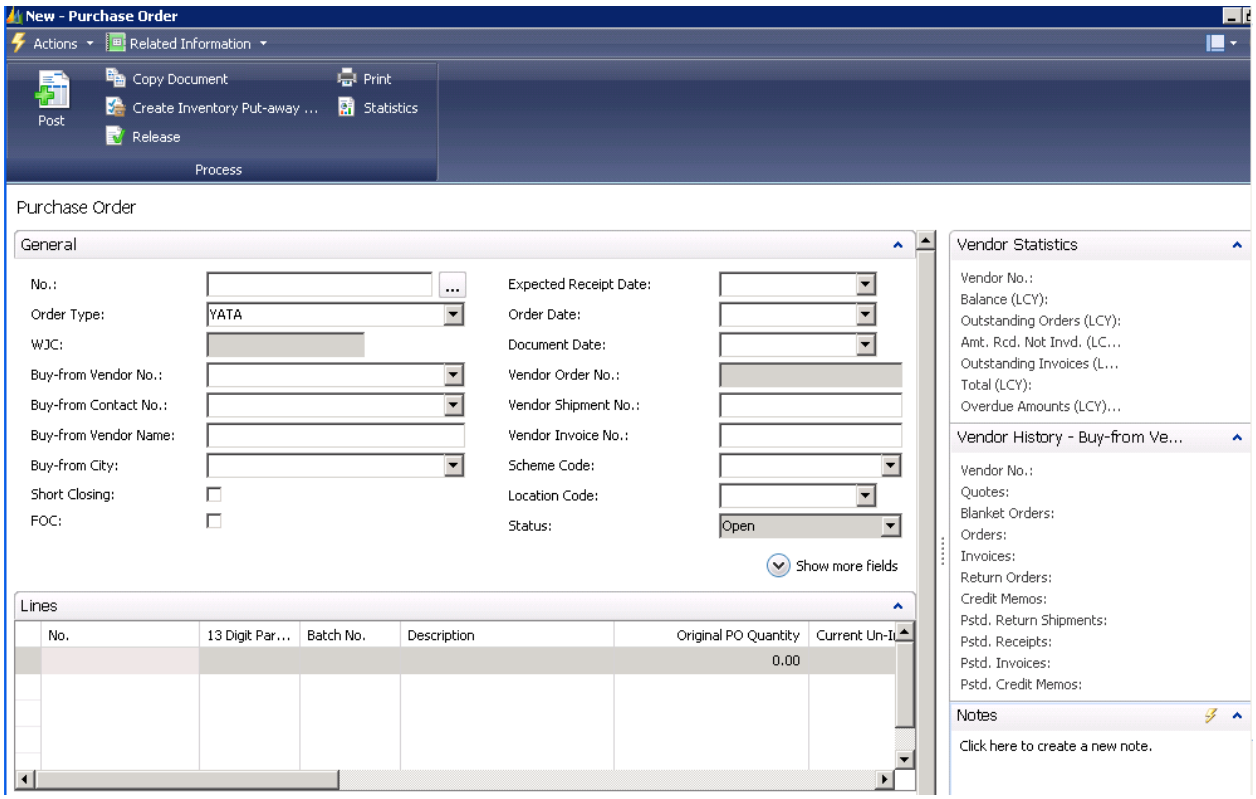
After clicking on Purchase Orders the below screen get appear, on this screen you can find the list of all Purchase order you have created till date.



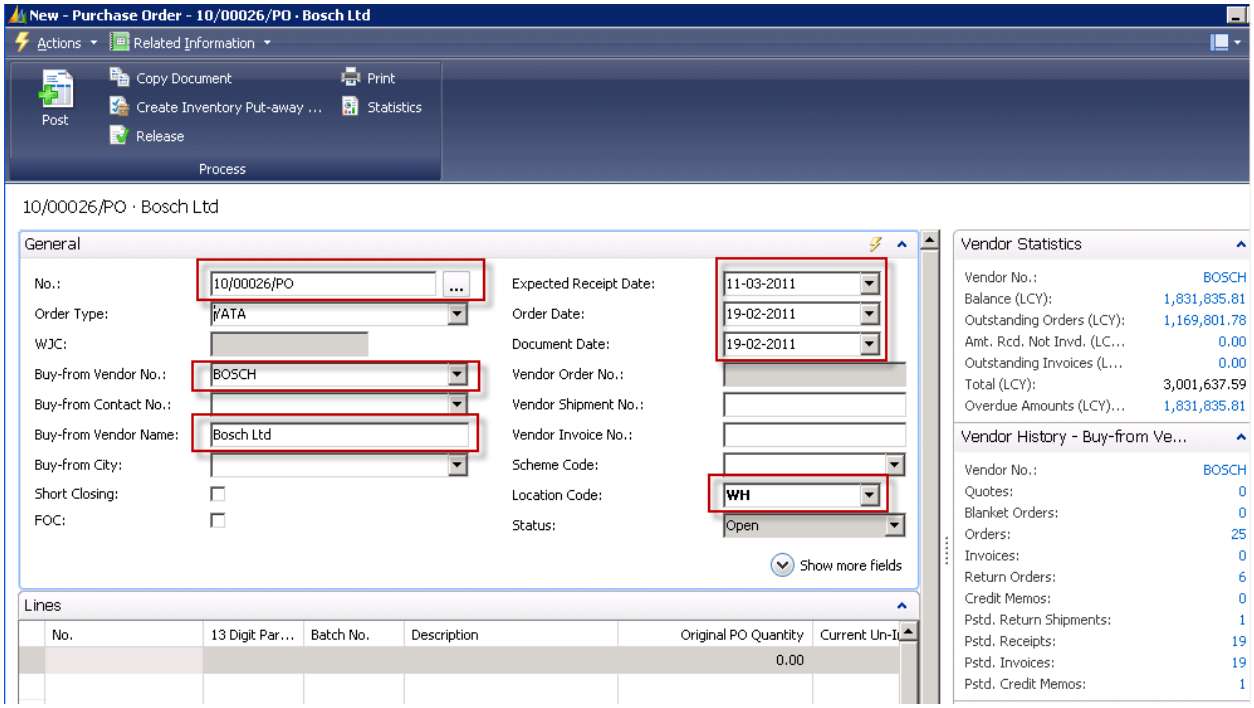
For creating a new Purchase Order click on the **New** Button



After clicking on new Button you get the New - Purchase Order screen

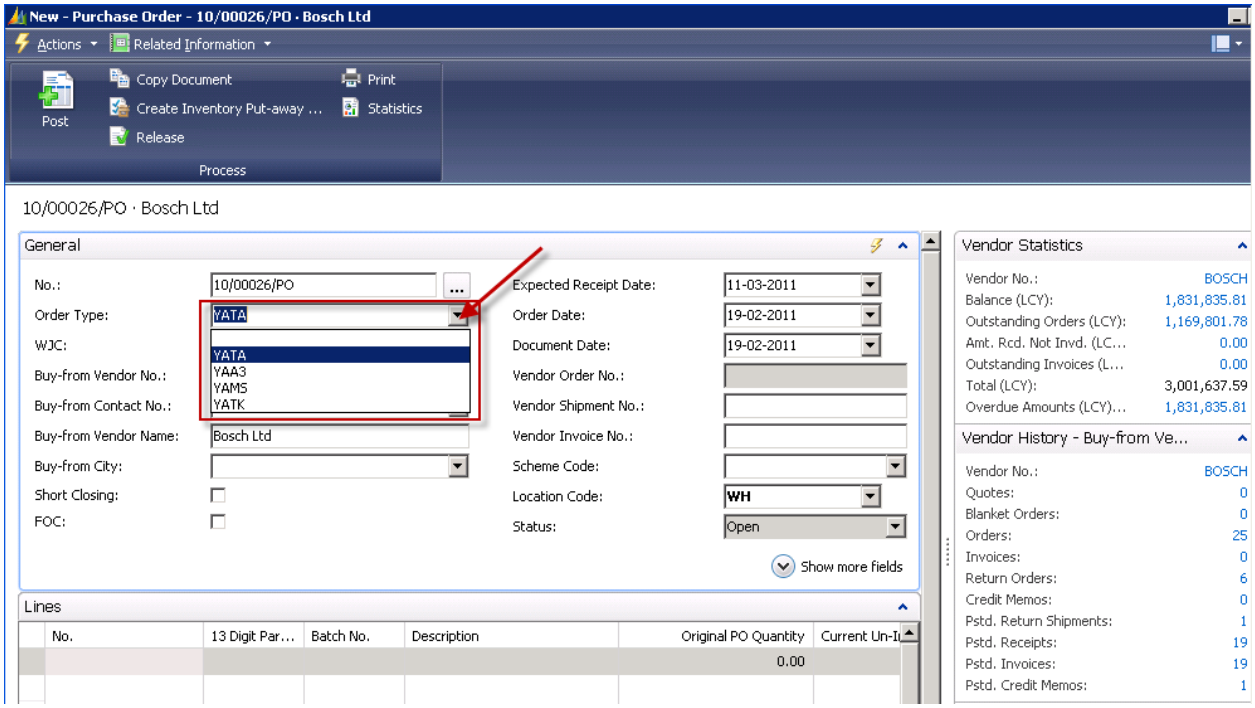


After this press Enter, automatically Purchase Order Number get generated

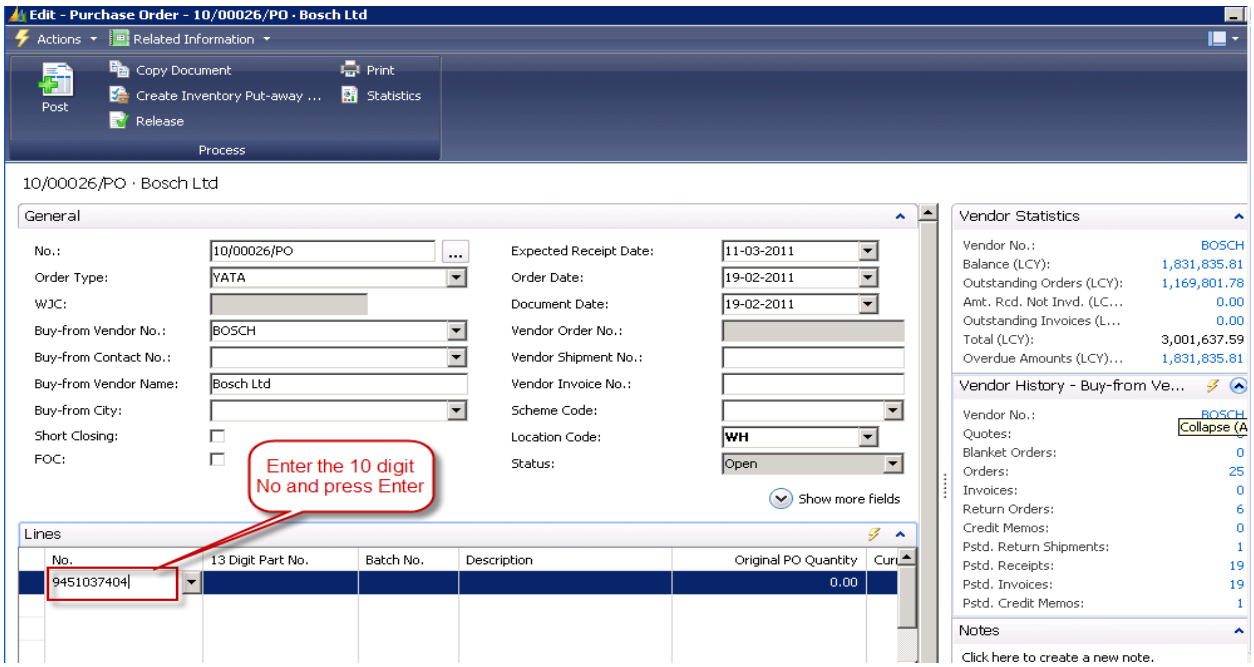


You can see along with PO number some default fields also get populated like Buy-from Vendor No, Expected Receipt Date, and Location Code. Except Purchase Order Number all other fields are changeable.

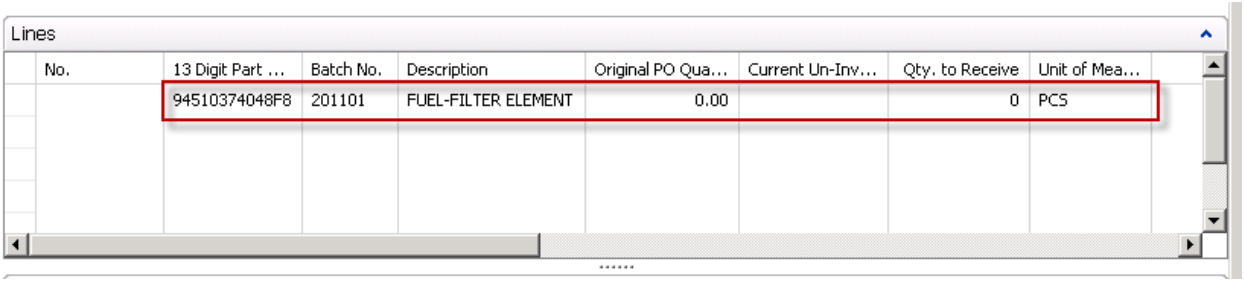
After this select the Order type according to your need



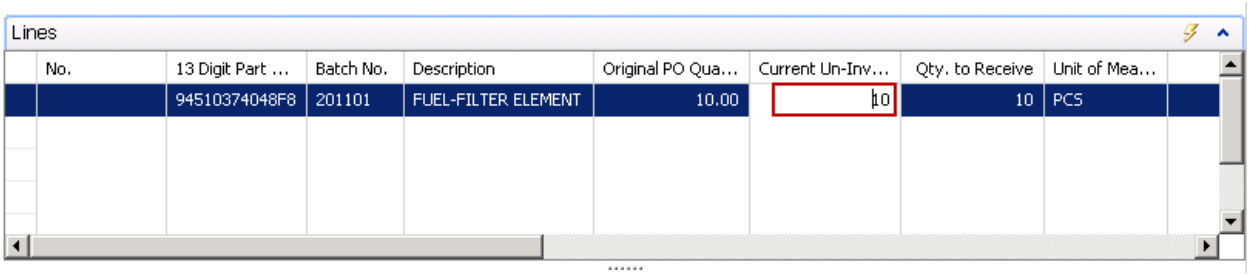
For example we choose the Order Type - YATA, Now enter the other details like Item Number, Qty etc.



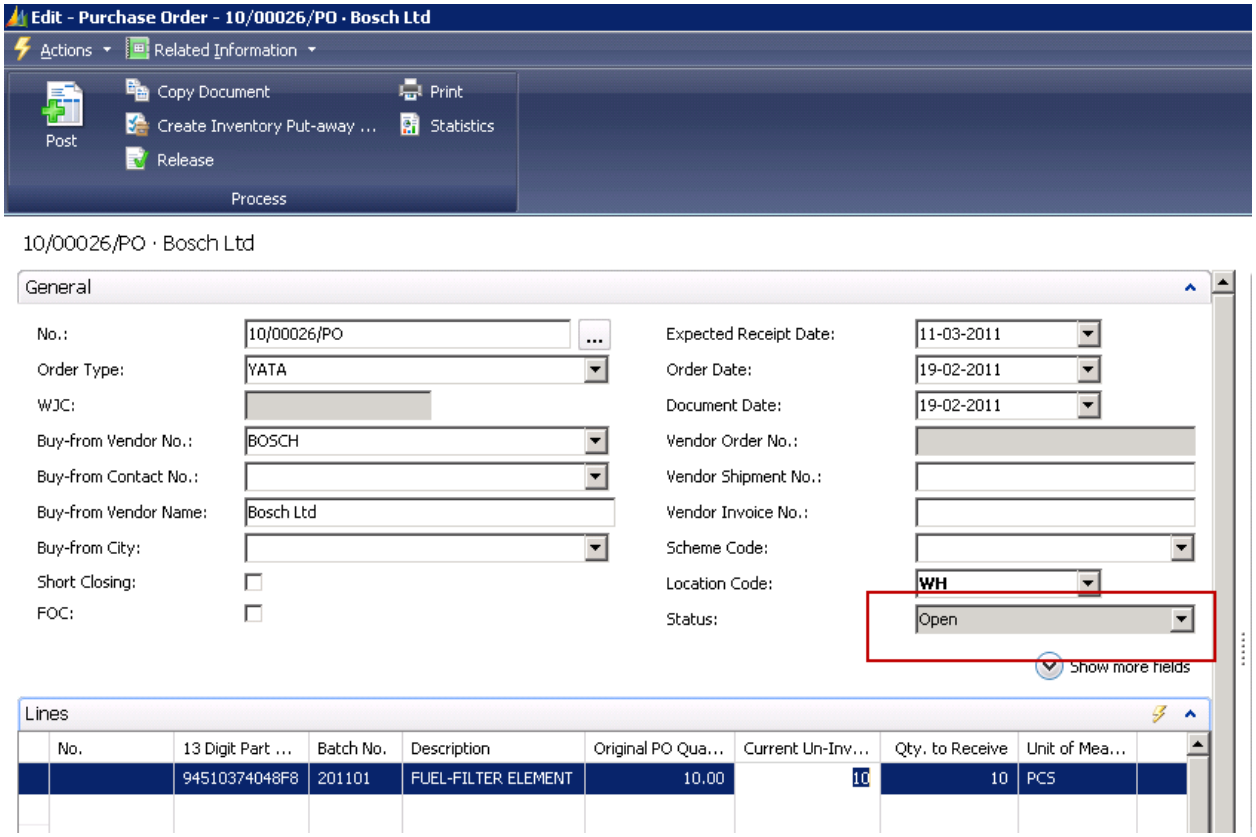
Except Purchase Order Qty all fields get populated



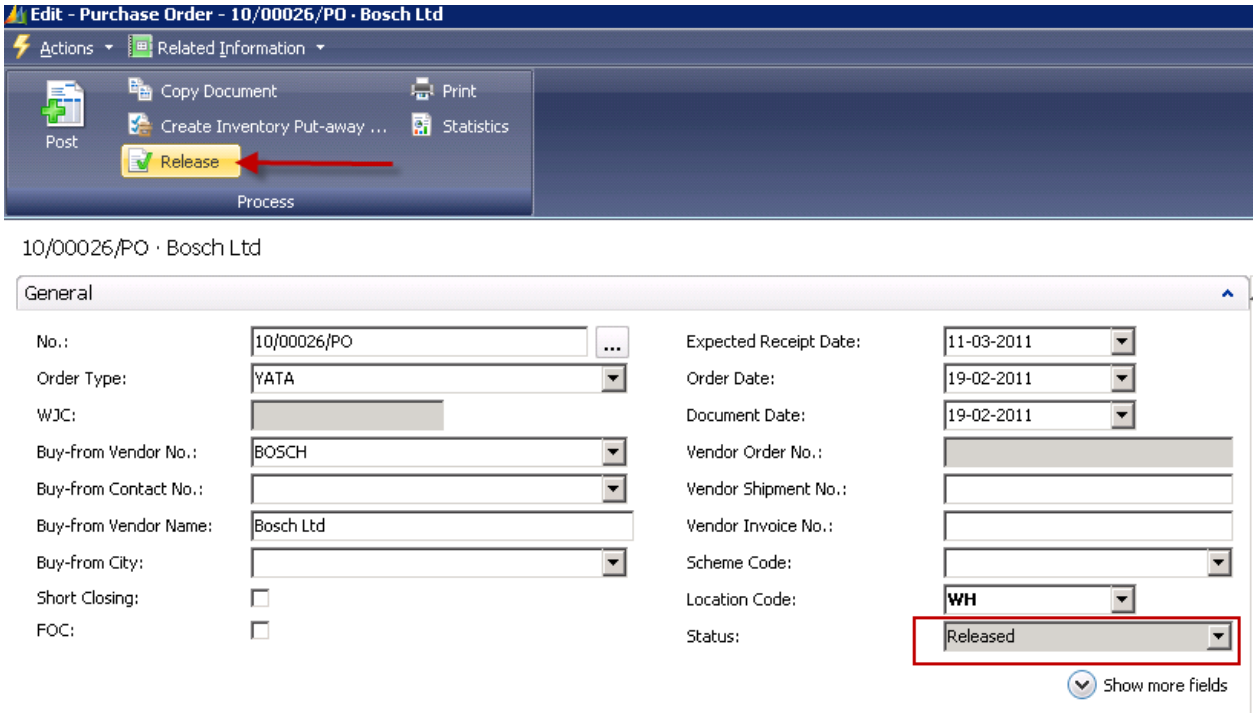
Now enter the Purchase order qty in Current Un-Invoiced Quantity



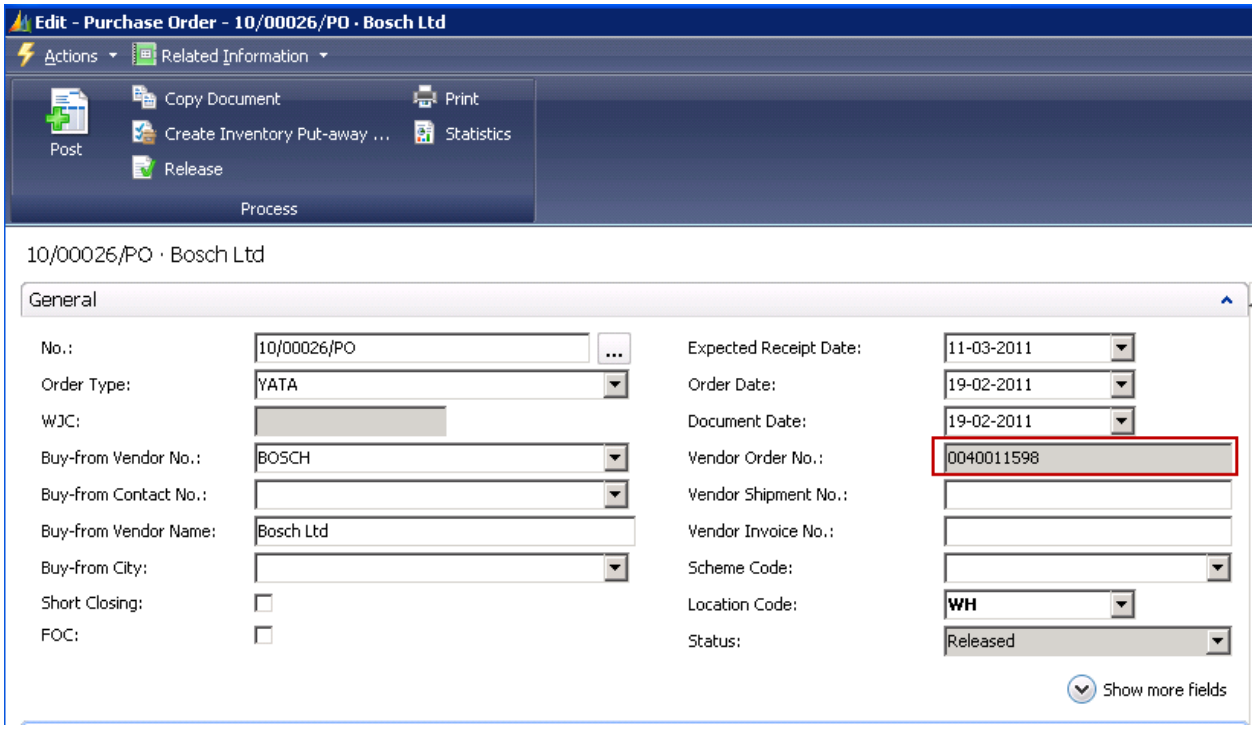
You can see that status of the Purchase Order is Open. But to send it to PCD you have to release it. Changes can be made only in Open state once the Purchase Order get released you won't be able to make any further changes.



To release a Purchase Order click on the Release Button, after clicking the status Of Purchase Order changes from Open to Release.



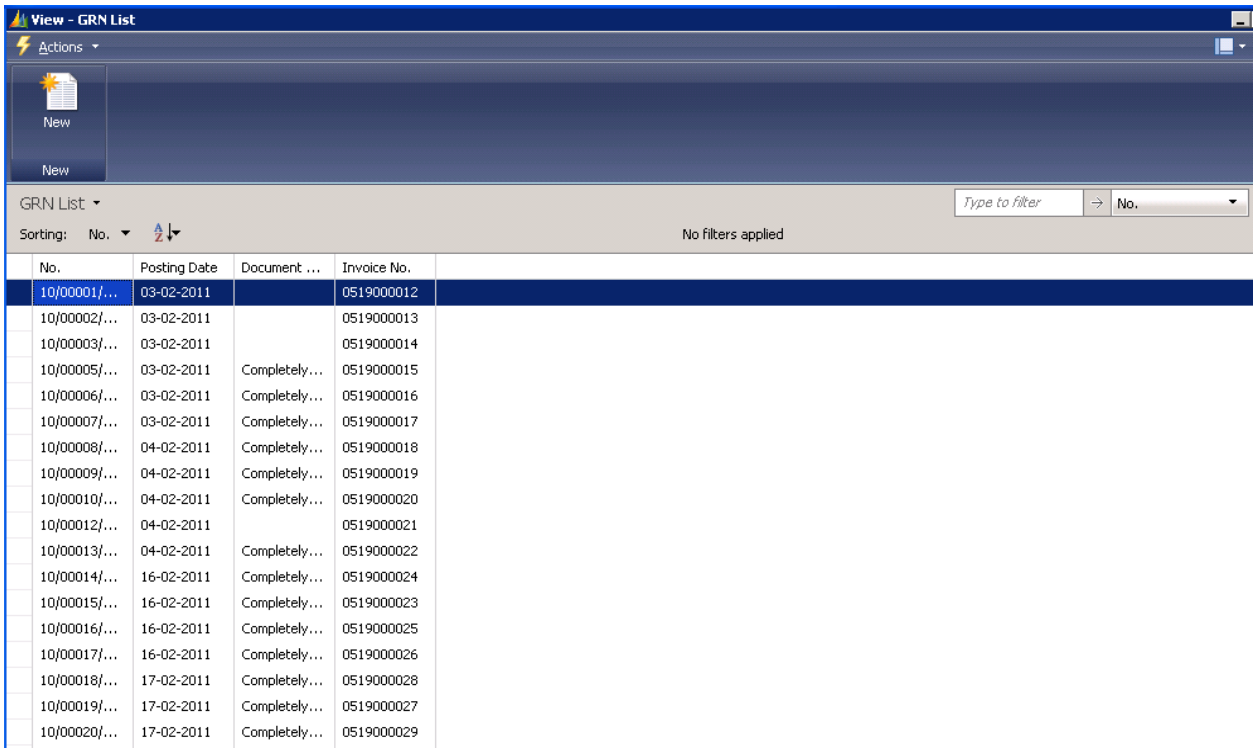
After few seconds a number get populated in Vendor Order No, this is the confirmation that your order get booked in the PCD system. This completes the Purchase Order creation process.



2. GRN

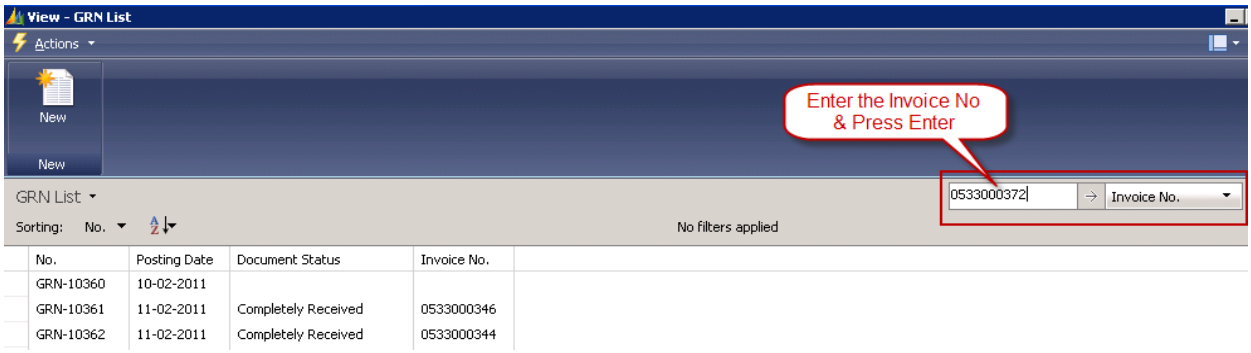
To create the GRN follow the below mentioned path

Path: Departments/Purchase/Transactions/GRN

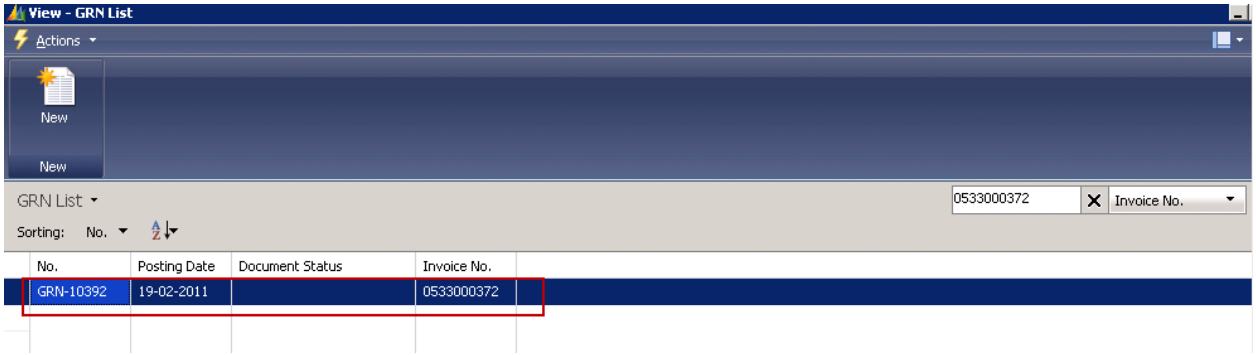


You get the list of GRNs in this screen with the status whether GRN is **Completely Received** or **Blank** (Not Received).

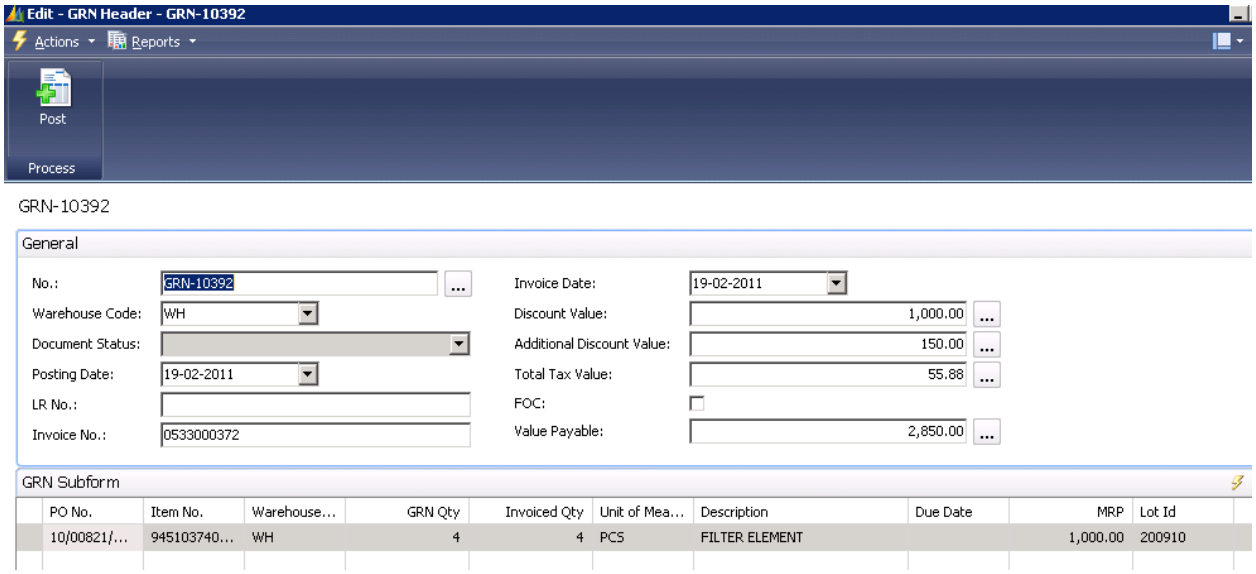
After invoice get generated against any Purchase Order in PCD System, that invoice number flows from PCD and comes to your System. Once you receive the invoice search that invoice number in GRN list. For example we receive the invoice no 0533000372 from vendor



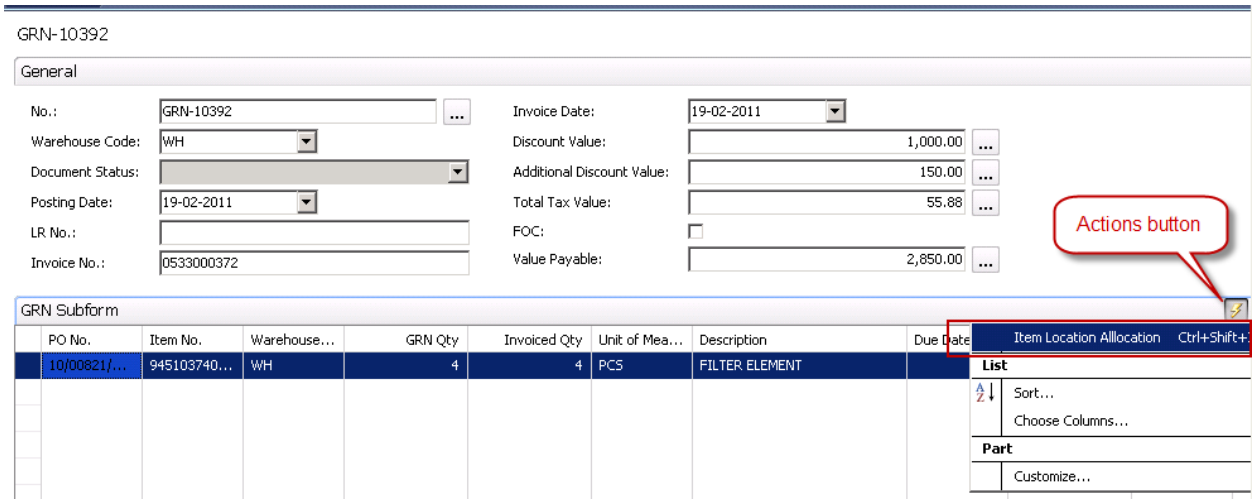
You get the corresponding GRN number for that invoice



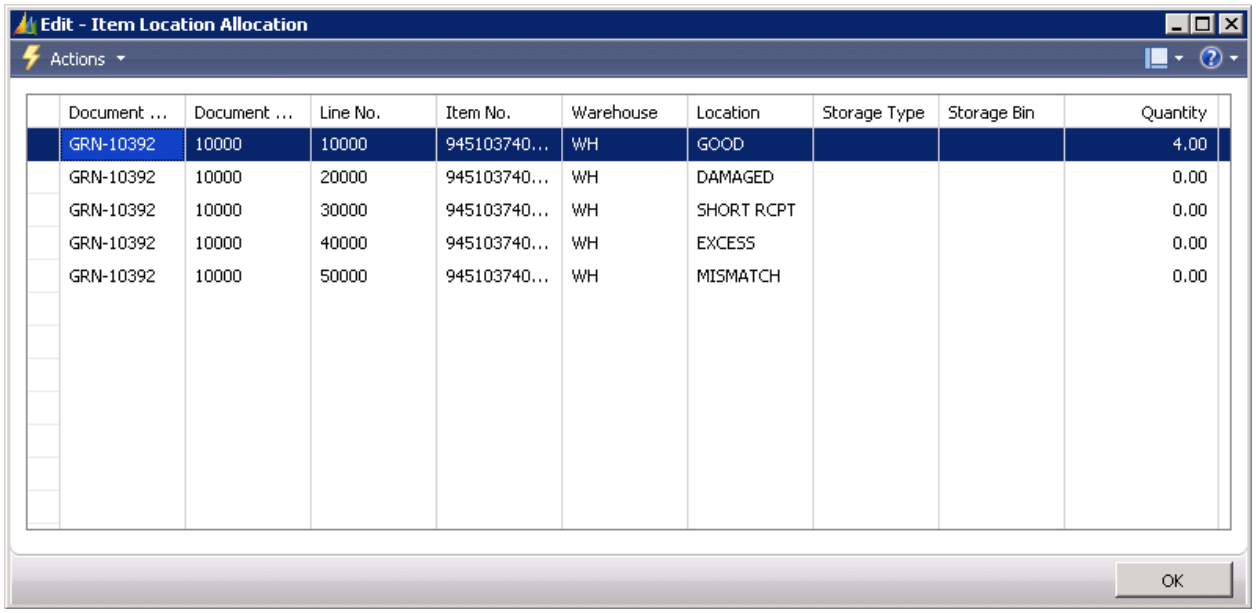
Open that GRN by double clicking it, you get this screen


Edit - GRN Header - GRN-10392
Actions
Reports
Post
Process
GRN-10392
General
No.: GRN-10392
Warehouse Code: WH
Document Status:
Posting Date: 19-02-2011
LR No.:
Invoice No.: 0533000372
Invoice Date: 19-02-2011
Discount Value: 1,000.00
Additional Discount Value: 150.00
Total Tax Value: 55.88
FOC:
Value Payable: 2,850.00
GRN Subform
PO No. | Item No. | Warehouse... | GRN Qty | Invoiced Qty | Unit of Mea... | Description | Due Date | MRP | Lot Id
10/00821/... | 945103740... | WH | 4 | 4 | PCS | FILTER ELEMENT | | 1,000.00 | 200910

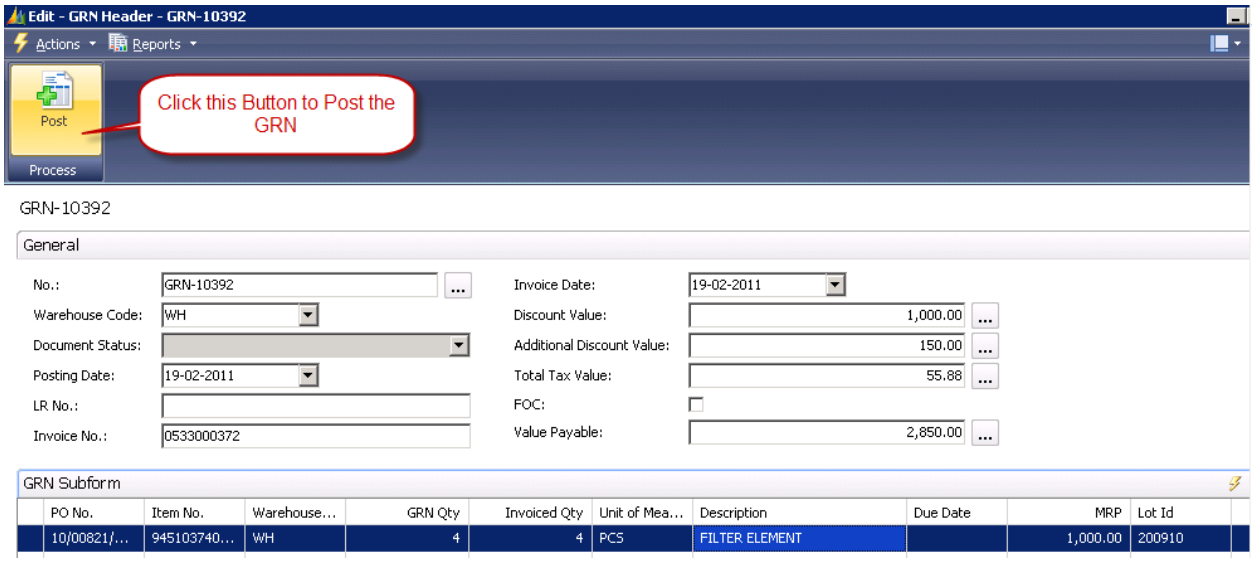
Click on **Actions** button and then go for **Item Location Allocation**



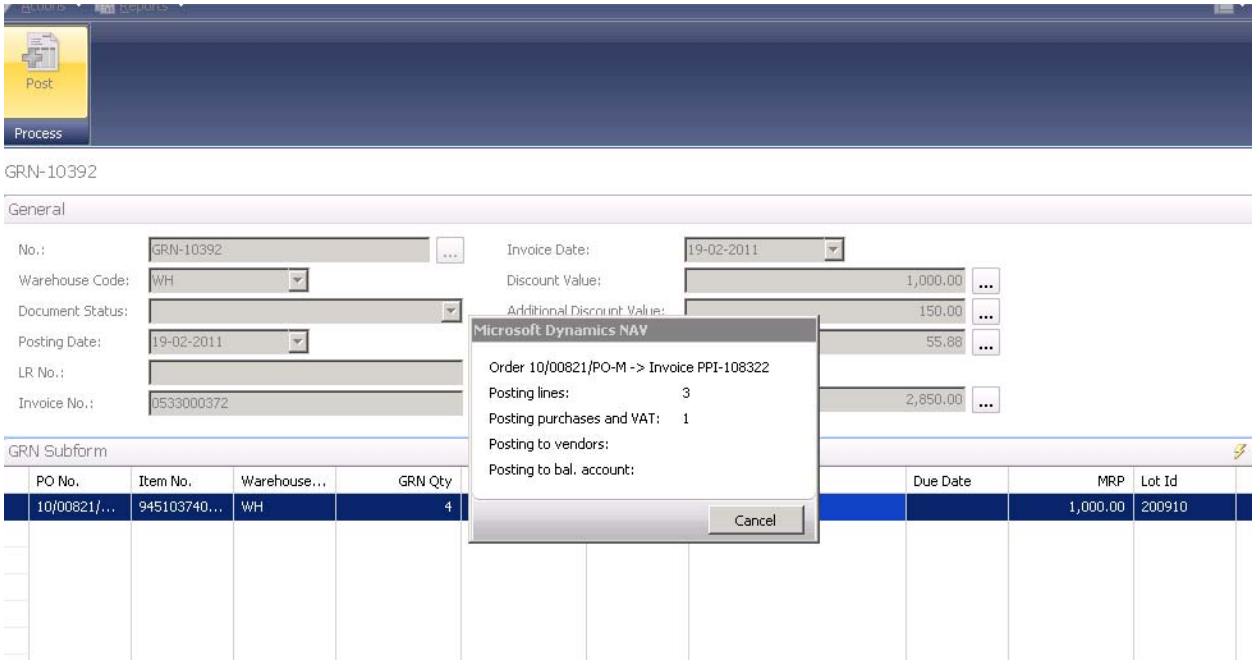
In **Item Location Allocation** you can assign the received qty accordingly in Good, Damaged, Mismatch and other locations. By default complete quantity is in Good Location.



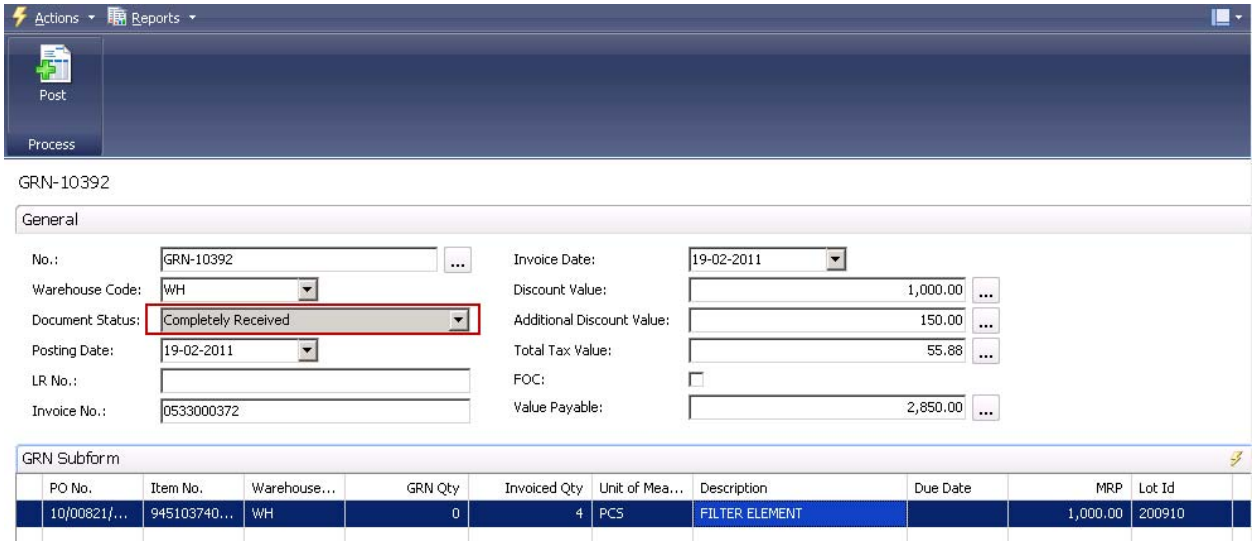
After Allocating the locations click the **Post** Button to Post the GRN



After click on Post Button you get this intermediate screen



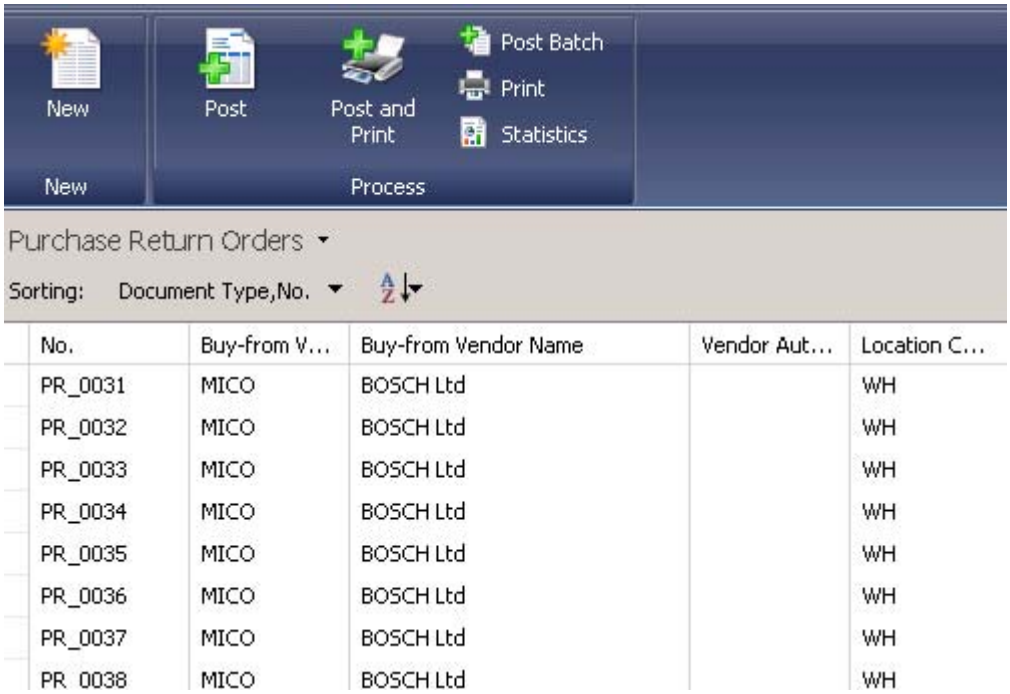
After this GRN **Document Status** change to **Partially Received** or **Completely Received**. This completes the GRN posting process



4. Purchase Return

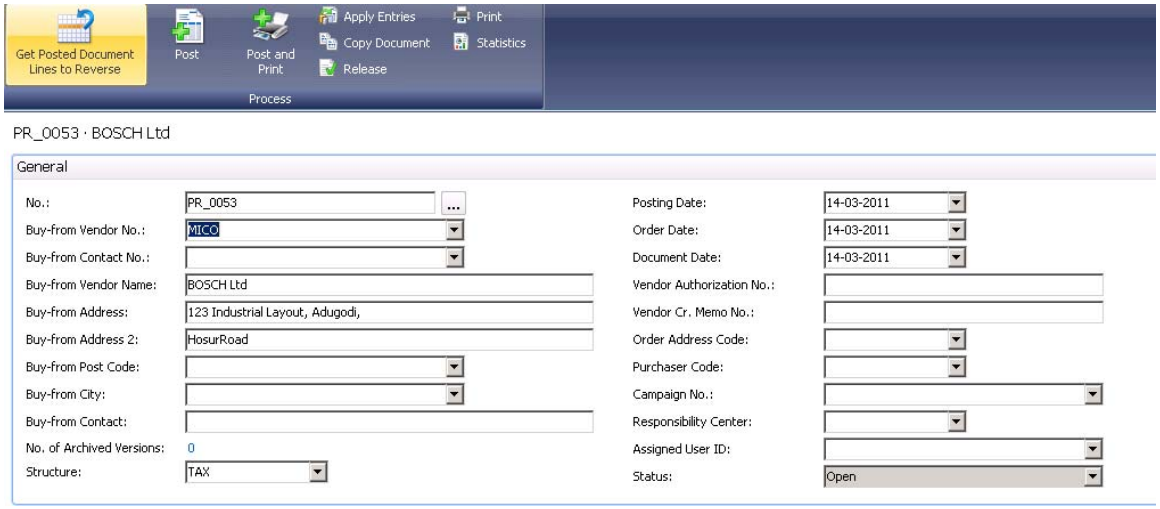
Purchase Return Order Process:

Nav Path: Purchase – Transactions – Purchase Return Orders
Click control New to create new Purchase Return order.



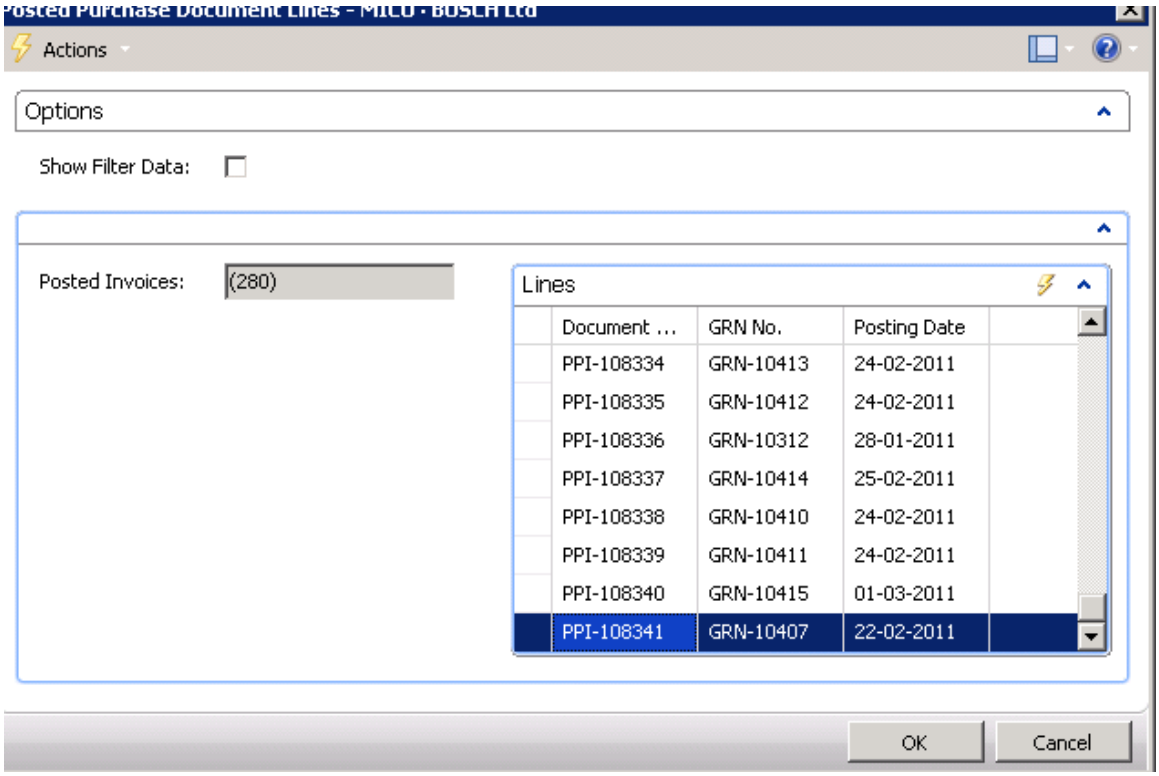
No.	Buy-from V...	Buy-from Vendor Name	Vendor Aut...	Location C...
PR_0031	MICO	BOSCH Ltd		WH
PR_0032	MICO	BOSCH Ltd		WH
PR_0033	MICO	BOSCH Ltd		WH
PR_0034	MICO	BOSCH Ltd		WH
PR_0035	MICO	BOSCH Ltd		WH
PR_0036	MICO	BOSCH Ltd		WH
PR_0037	MICO	BOSCH Ltd		WH
PR_0038	MICO	BOSCH Ltd		WH

Header Details of Purchase Return Order



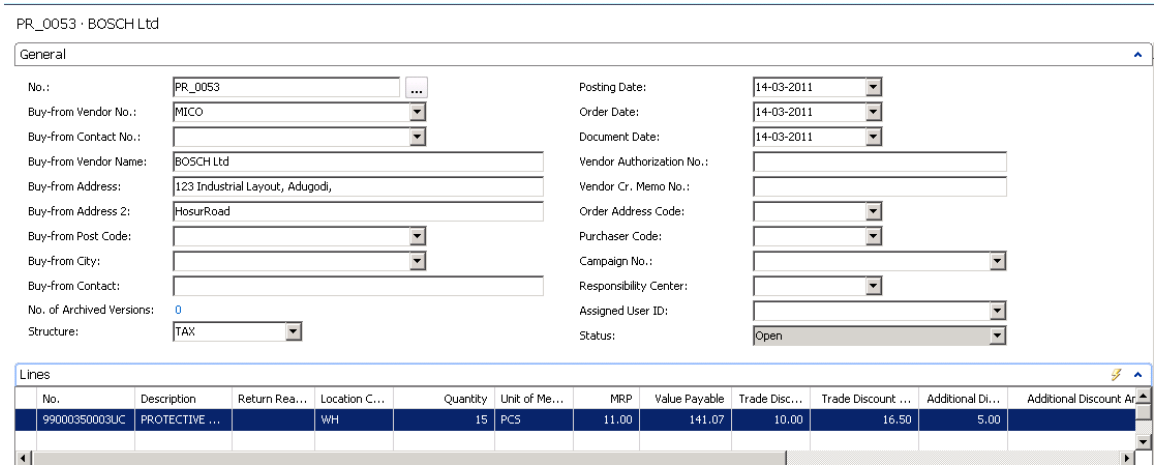
- In No Field Press enter button; System will create new number for Purchase return.
- In Buy from vendor No. Field: system will pick default vendor as MICO. (If you want return to any third party vendor, select from the by from vendor No. filed by clicking drop down button).
- Enter the order date that is nothing but return date of the material to vendor.

Get Posted document lines to Reverse: Click on Get posted document lines to reverse, A new screen of posted purchase invoices screen is displayed.



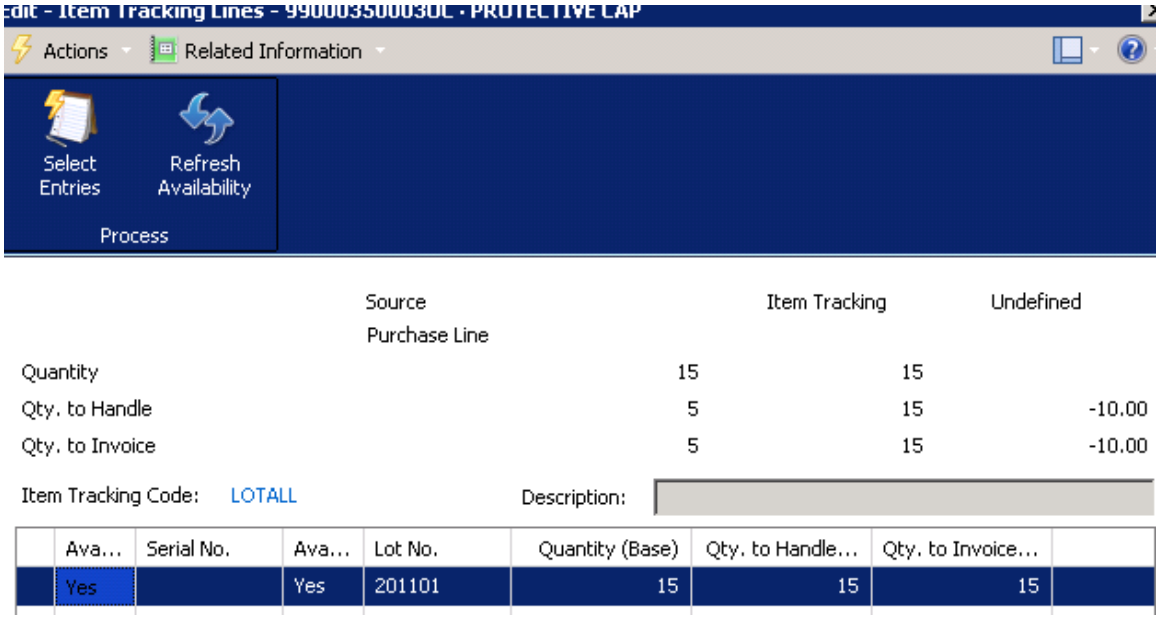
- Select from the lines list GRN number and click OK button.
- All GRN details will be captured in Purchase return lines.

Purchase Return Line Details:

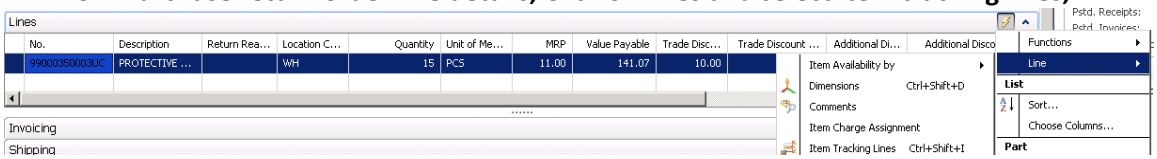

PR_0053 · BOSCH Ltd
General
No.: PR_0053
Buy-from Vendor No.: MICO
Buy-from Contact No.:
Buy-from Vendor Name: BOSCH Ltd
Buy-from Address: 123 Industrial Layout, Adugodi,
Buy-from Address 2: HosurRoad
Buy-from Post Code:
Buy-from City:
Buy-from Contact:
No. of Archived Versions: 0
Structure: TAX
Posting Date: 14-03-2011
Order Date: 14-03-2011
Document Date: 14-03-2011
Vendor Authorization No.:
Vendor Cr. Memo No.:
Order Address Code:
Purchaser Code:
Campaign No.:
Responsibility Center:
Assigned User ID:
Status: Open
Lines
No. | Description | Return Rea... | Location C... | Quantity | Unit of Me... | MRP | Value Payable | Trade Disc... | Trade Discount ... | Additional Di... | Additional Discount Ar
99000350003UC | PROTECTIVE ... | | WH | 15 | PCS | 11.00 | 141.07 | 10.00 | 16.50 | 5.00

- Check all details in the purchase return orders lines (MRP, TD%, AD% & Quantity etc)
- Quantity is picked exactly from the GRN Line details. (15 Nos)
- If user wants to change the quantity at the time of returning, (For Example GRN lines quantity is 15 Nos and User wants to return only five Nos).
- Go to Return Quantity to ship field in the Purchase return order lines and change quantity to five. (Once quantity is changed then user has to change the quantity in the item tracking lines. If quantity is not changed in the return quantity to ship filed then user need not require to change the quantity in item tracking lines)

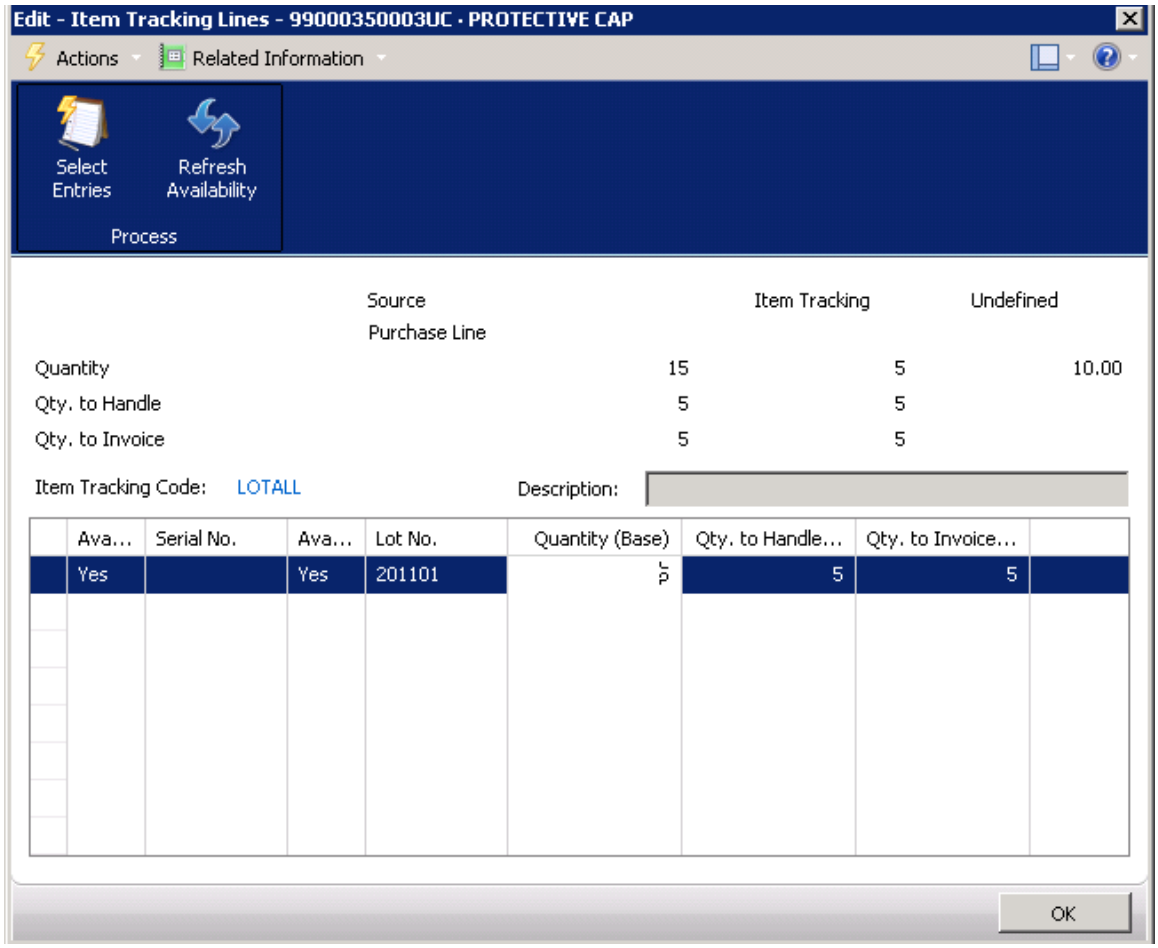
<u>Item Tracking Lines Details</u>: As per default GRN lines


Actions
Related Information
Select Entries
Refresh Availability
Process
Source
Purchase Line
Item Tracking
Undefined
Quantity 15 15
Qty. to Handle 5 15 -10.00
Qty. to Invoice 5 15 -10.00
Item Tracking Code: LOTALL
Description:
Ava... | Serial No. | Ava... | Lot No. | Quantity (Base) | Qty. to Handle... | Qty. to Invoice...
Yes | Yes | 201101 | 15 | 15 | 15

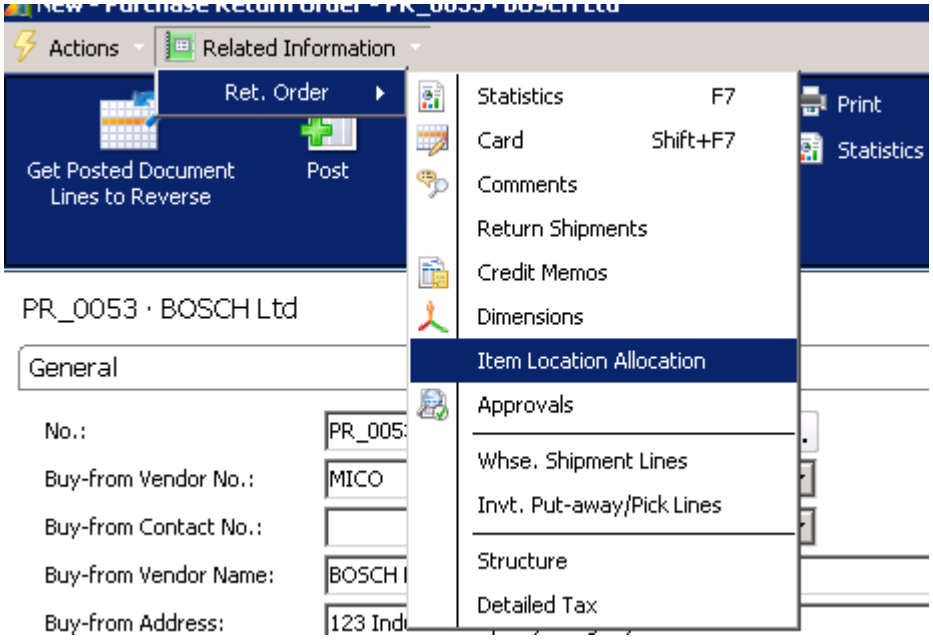
- **From Purchase return order line details, Click on lines and select item tracking lines,**

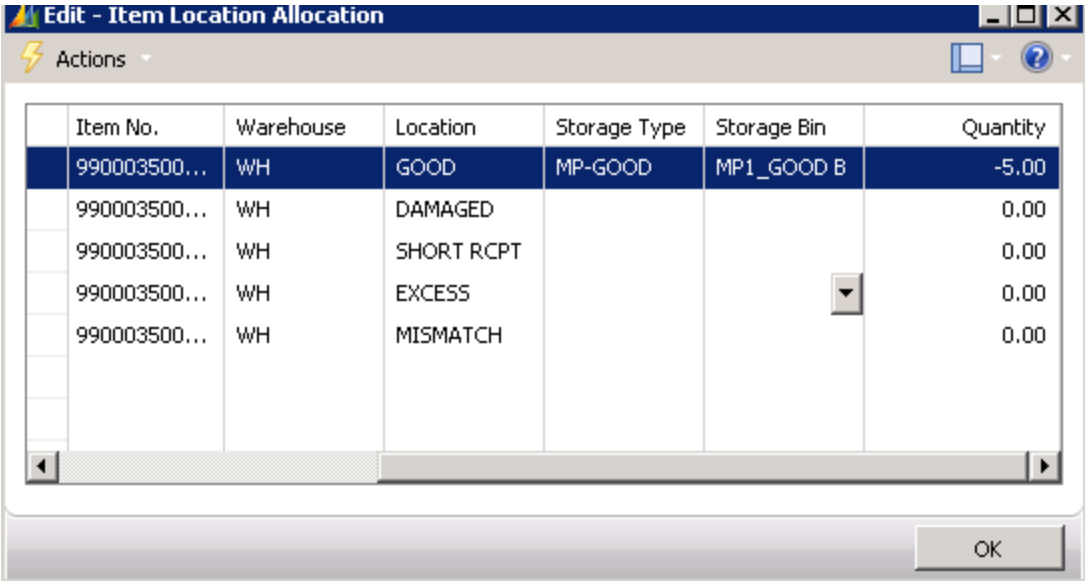


- A new screen of item tracking lines is displayed.
  Item Tracking Lines Details: If quantity is changed in Return quantity to ship field.

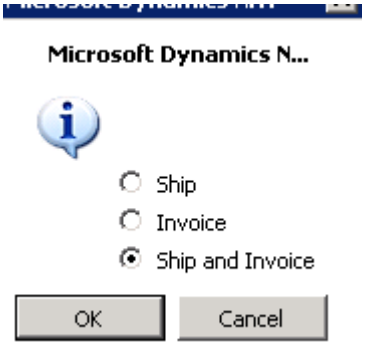


- From quantity base field change the quantity to return as entered in Return quantity to ship field (For Ex 5 nos).
- Click OK button.
- Come back to purchase Return order lines, click on Related Information and select Item allocation location




Edit - Item Location Allocation
Actions
Item No. Warehouse Location Storage Type Storage Bin Quantity
990003500... WH GOOD MP-GOOD MP1_GOOD B -5.00
990003500... WH DAMAGED 0.00
990003500... WH SHORT RCPT 0.00
990003500... WH EXCESS 0.00
990003500... WH MISMATCH 0.00
OK

- Check the warehouse details in the Item location allocation and quantity details. Once verified click OK button
- From the purchase order Return line select the return reason code by clicking dropdown button.
- In return headers, Enter vendor credit memo number.
- Click on posting button and select ship & invoice button and click Ok button



- Once posted check the inventory & financial transactions.

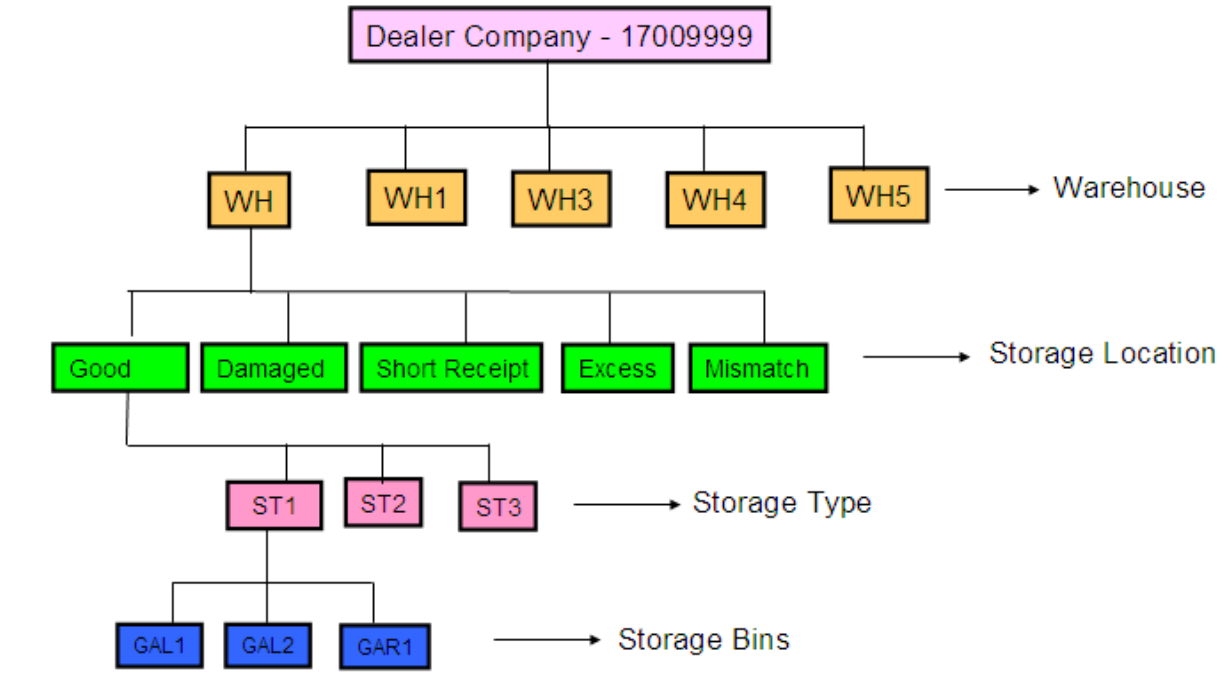
Chapter 6: Inventory

5.1 Warehouse Structure

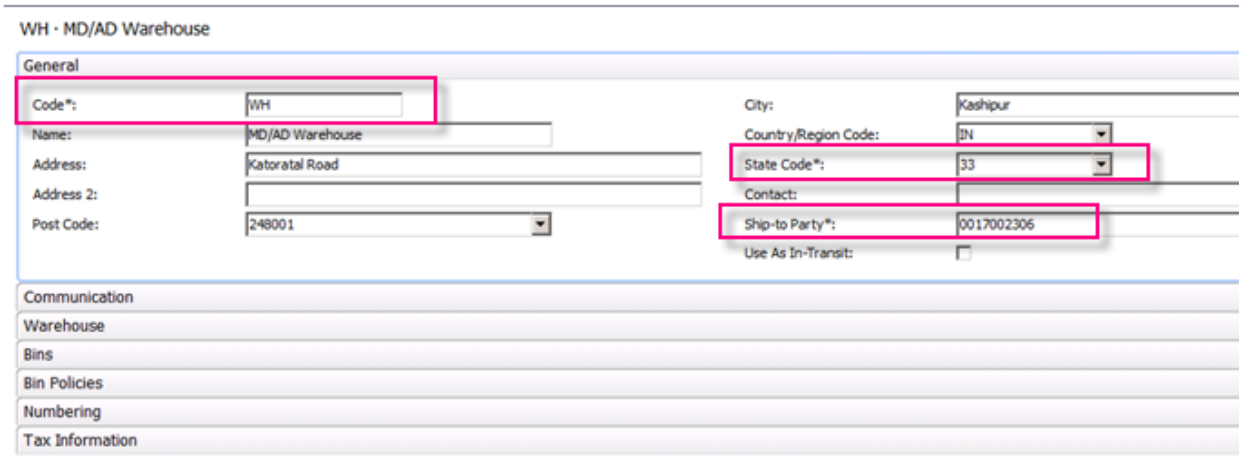
PATH : INVENTORY ->MASTERS ->WAREHOUSE LIST

The Warehouses are created at company level. All the warehouses are visible for all the operations of the company. Each warehouse can have multiple storage locations. Each storage location can have multiple storage types and each storage type can have multiple storage bins. Refer below picture for details. The warehouse structure facilitates storage and retreival of materials at a particluar predefined place.

Warehouse Structure



Warehouse Master:



Code *: Here you enter a WH code for the warehouse or distribution center where your items are handled and stored before being sold. The code must be unique you cannot have the same code twice in one table. You can create as many codes as you like. You can enter a maximum of 10 characters, both numbers and letters. Use codes that are easy to remember and describe the warehouse.*

Examples are: WH : Warehouse , FOC WH : FOC Warehouse.

State code *: Field is mandatory & is used in determination of taxes.*
Ship to party *: Determines the location to which materials are to be shipped.*
In case of single ship to party, company code should be maintained.

E.g. 00170XXXXX.

Note : 1) You can enter the code in WH code fields elsewhere in the application, for example, on purchase or sales document lines. This will then record the transactions for the location when you post.

2) By default 5 locations are created under warehouse.
   (a) Good
   (b) Damaged
   (c) Short Receipt
   (d) Excess
   (e) Mismatch

Storage Location:

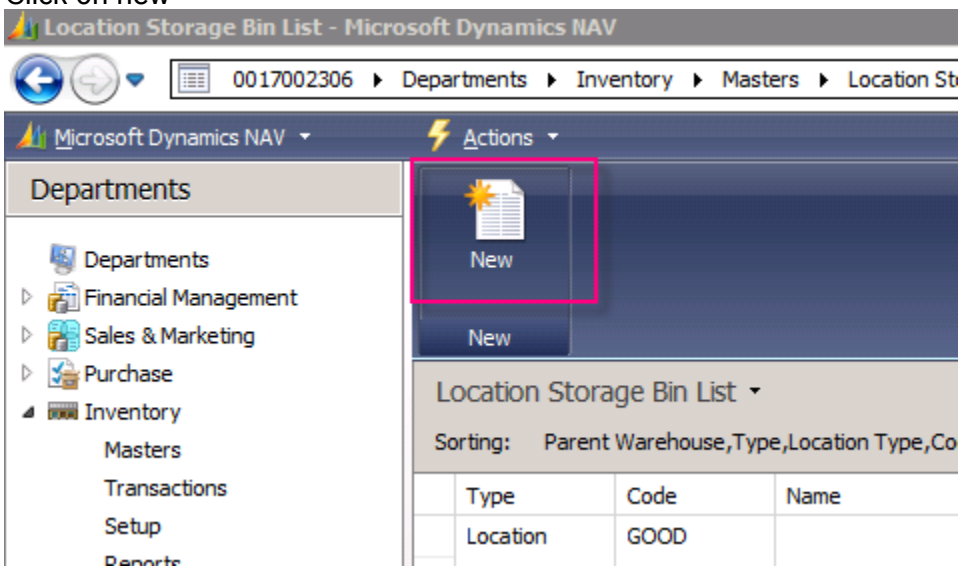
PATH : INVENTORY ->MASTERS ->LOCATION STORAGE BIN LIST

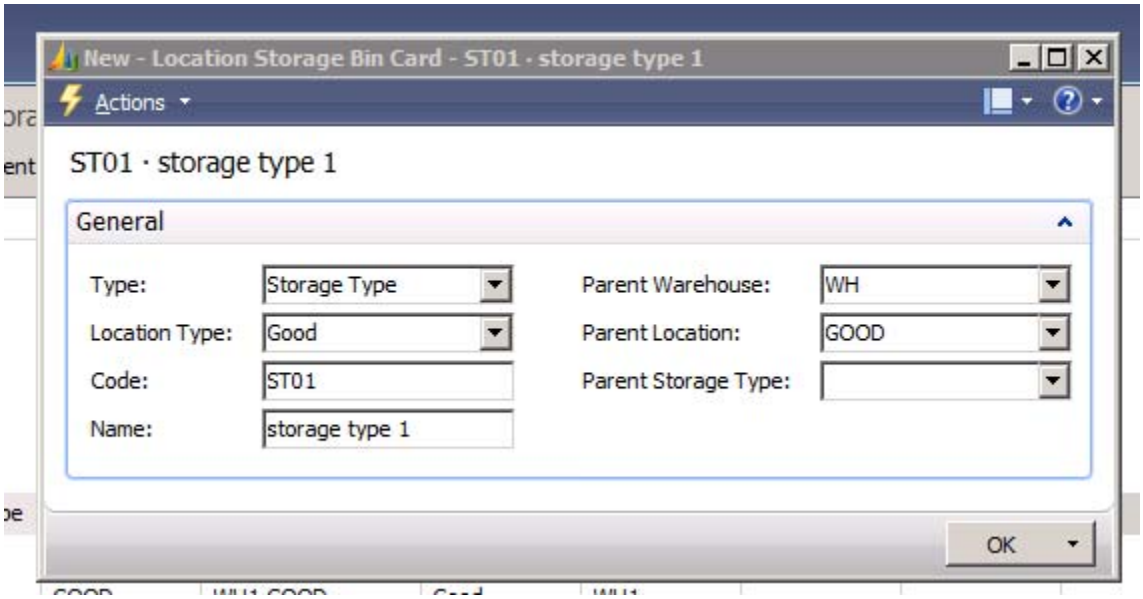
The standard storage locations as defined above have already been created. Creation of new location is not recommended for the dealers in order to ensure uniformity. However, creation of storage type and storage bin can be done by the dealers, as explained in the next section below.

Storage Type:

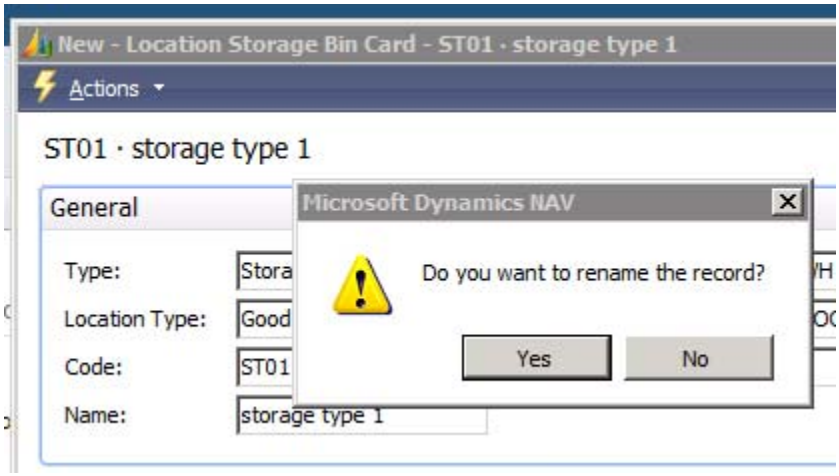
PATH : INVENTORY ->MASTERS ->LOCATION STORAGE BIN LIST

Click on new

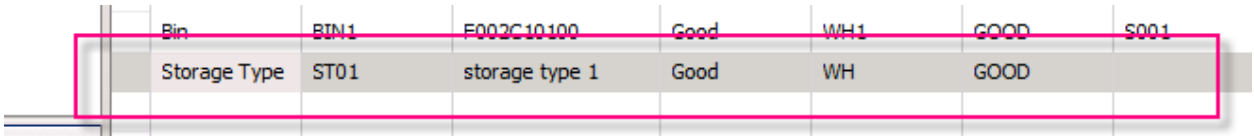




Select Type = Storage Type from the drop down box
Select the Location type = 'Good' or any other locaton from the drop down list as applicable
In code, enter the code number (can be alfanumeric) of the storage type you want to create
In name, provide a suitable description for the storage type
In Parent warehouse, select the suitable warehouse code in which this new storage type exists
In Parent location, select 'Good' or any other locaton from the drop down list as applicable
After filling up all the details, click on 'OK'
If you get the below message, click as 'OK' again

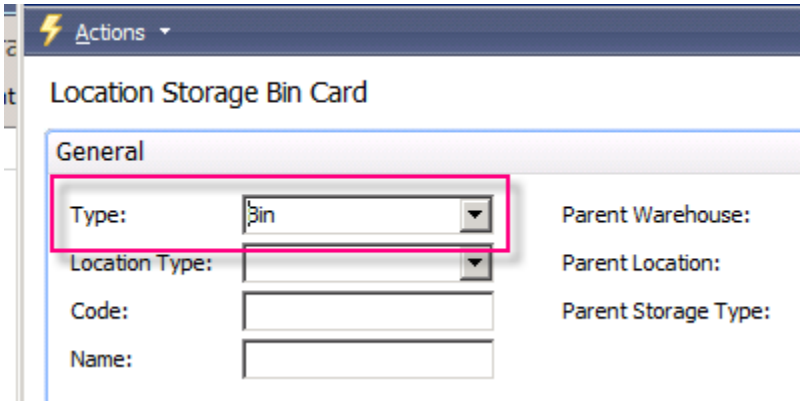


The new storage type 'ST01' gets created and is displayed in the list



Storage Bin:

The process to create storage bin is same as above except the change in the selection in Type field. For bin creation, select the Type=Bin from the drop down list



5.2 Replenishment

[documentation will be updated in next version]

5.3 Item reclassification Journal

PATH : INVENTORY ->TRANSACTIONS ->ITEM RECLASSIFICATION JOURNAL

You use the Item Reclassification Journal window to adjust inventory when you transfer items between different locations or between bins or to correct dimension value codes.
You can use the reclassification journal to change item tracking. You can:

- Change lot numbers.
- Move from one WH to other WH
- Change Item location , type and bin

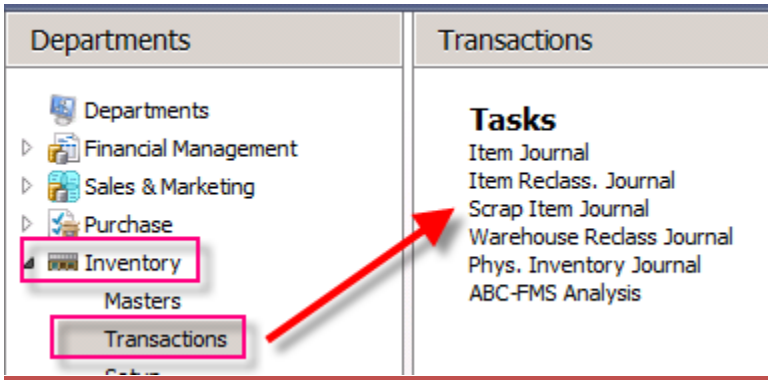
To insert lines in the item journal, click the first empty line and fill in the fields.
When the journal is filled in, you can choose to post, post and print a report.

5.4 Internal consumption

Refer documentation under sales and distribution for FOC sales (Free of cost sales)

5.7 Scrap Disposal

PATH : INVENTORY ->TRANSACTIONS ->SCRAP ITEM JOURNAL



Enter partnumber, qty and other details and click on 'post'

Process
Batch Name: DEFAULT
Posting Date | Document ... | N... | 13 Digit Part No. | Warehouse | Location | Reason Code | Description | Quantity | Lot No. | Unit of Mea...
21-02-2011 | A | | 94510374048F8 | WH | DAMAGED | STKTRN | FUEL-FILTER ELEMENT | 1 | | PCS

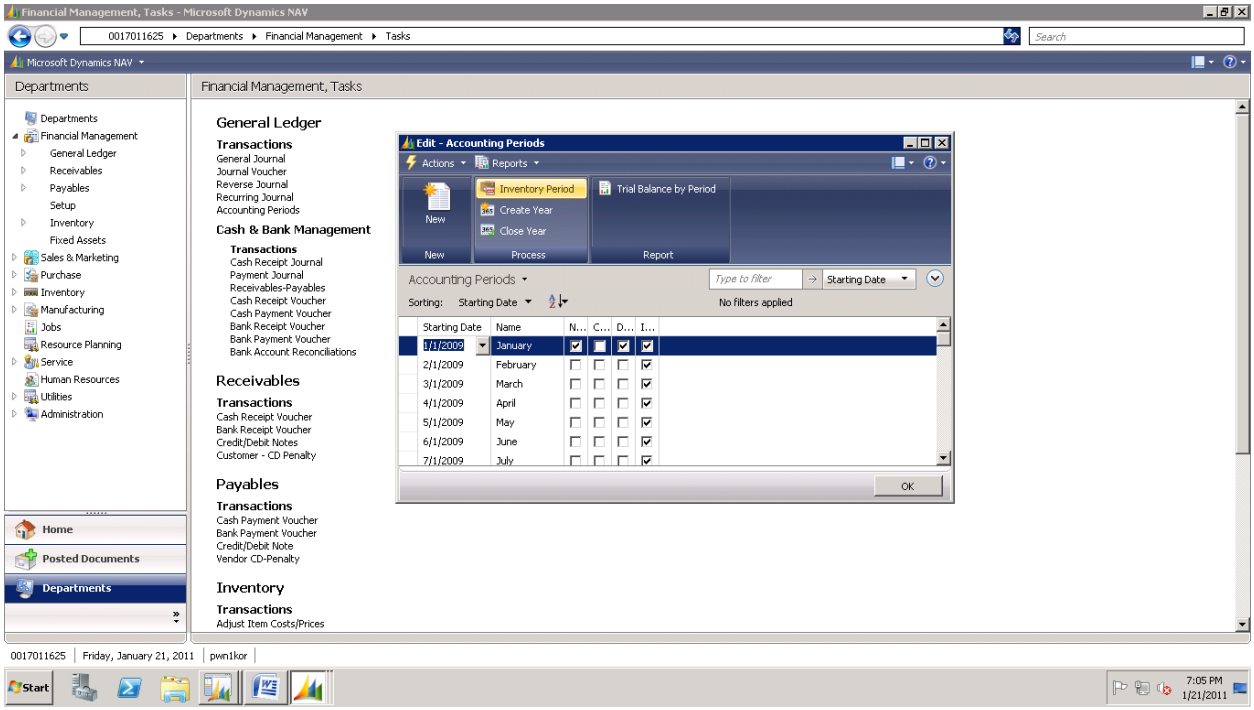
5.8 Inventory period closing

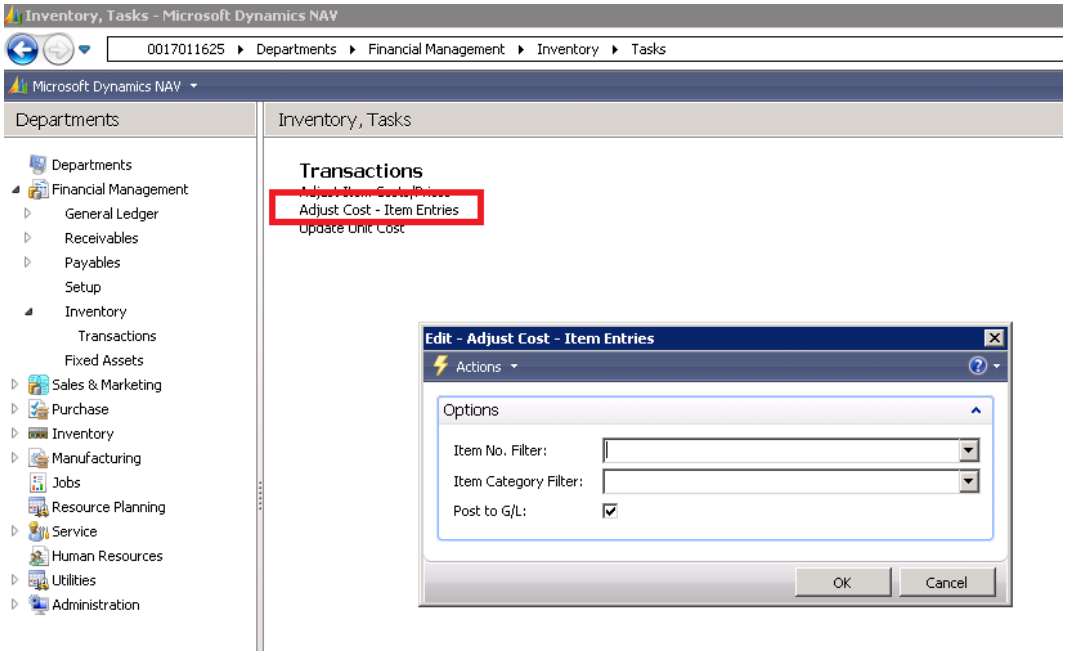
PATH : FINANCIAL MANAGEMENT ->GENERAL LEDGER ->TRANSACTIONS ->ACCOUNTING PERIODS

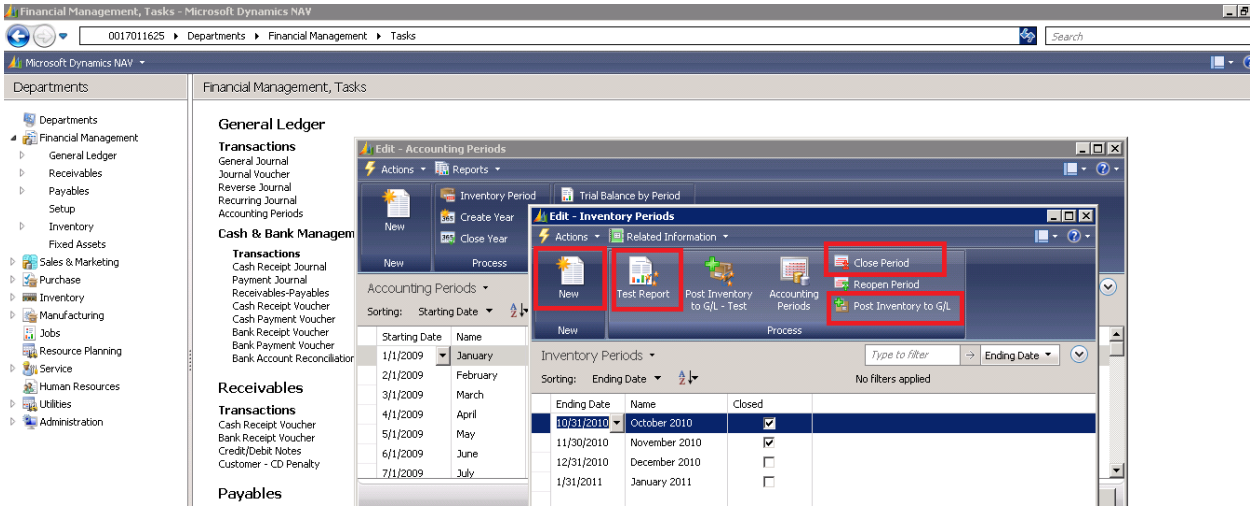
1. The steps to close inventory period (In the order given below)
   - i) First Run Adjust cost Item Entries Batch Job
   - ii) Post Inventory to G/L
   - iii) Then Run Test Report to check if there are no errors (if there is negative stock balance / the steps (i) and (ii) have not been done then period cannot be closed)
   - iv) Correct errors and repeat step (i) to (iii)

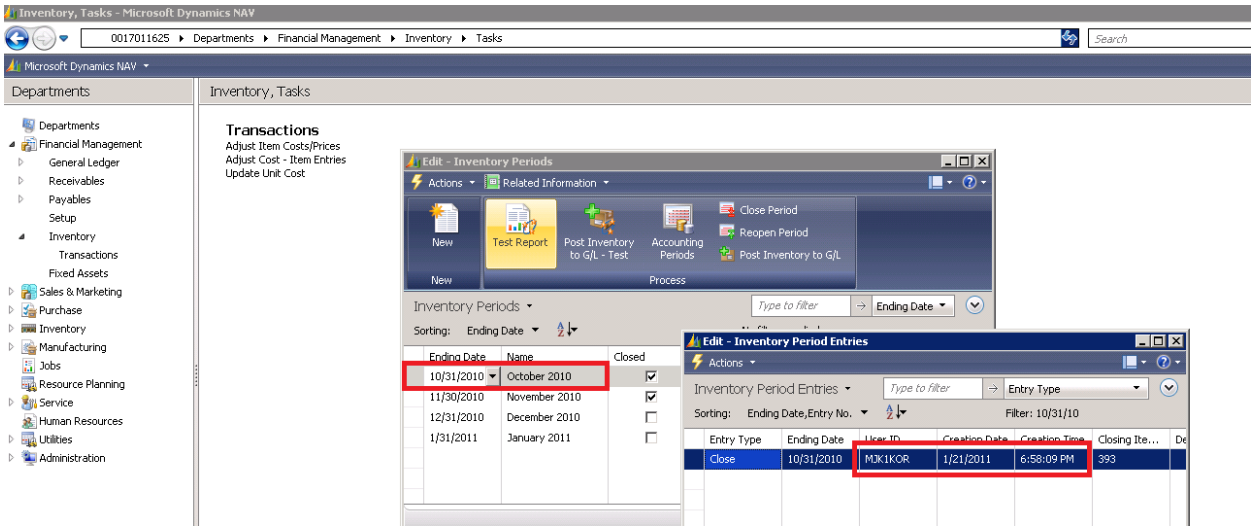
v) Close Period

2. *The date when the Inventory closing is done is also recorded in the system for audit trail.*
3. *Once period is closed inventory transaction cannot be done in that period*
4. *Financial transactions can still be done (unless Finance period is also closed)*







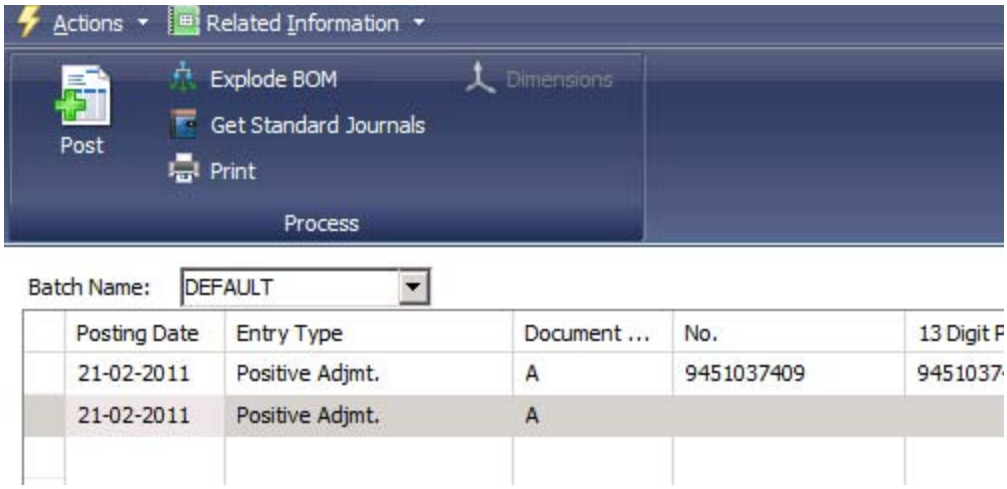


5.9 Stock Adjustment

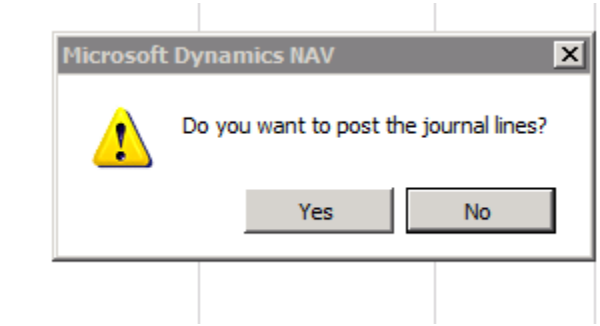
PATH : INVENTORY ->TRANSACTIONS ->ITEM JOURNAL

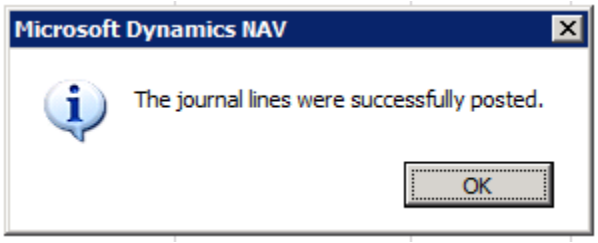
In an item journal, you can adjust inventory in connection to positive and negative adjustments. To insert lines in the item journal, click the first empty line and fill in the fields.
When the journal is filled in, you can choose to post, post and print a report

Select entry type as postive adjustment or negative adjustment, as applicable.



Enter all other warehouse details and click on 'Post'. Click on ' Yes'. The below message confirms the inventory posting.





5.10 VAT Reimbursement

Business Case

1. CST Dealer does not get benefit of the Tax credit on purchase as CST is not allowed as credit
2. As a result the CST dealer (Case 2) end up paying more Vat to Govt as compared to the VAT Dealer (Case 1)
3. BOSCH compensates the CST Dealer by giving a "**VAT REIMBURSEMENT Credit Note**" to the CST dealers

Example:

In the following example

1. The CST Dealer Pays VAT of Rs. 10 (No credit on Purchase)
2. The VAT dealer has to pay VAT of 10 but utilizes Purchase Vat Credit of Rs.9.5 so **net Vat payable** by him is 50paise (Rs. 10 – Rs. 9.5)
3. Loss to CST Dealer = Vat Paid by CST – Net Vat payable by VAT Dealer = Rs.10 – 50p = Rs. 9.5
4. Credit Memo is given by Bosch to CST Dealer for Rs.9.5 to compensate the loss in step 3

Case 1	**VAT billing**			**Case 2**	**CST billing**	
Bosch - MD						
	MRP	100.00			MRP	100.00
	TD @ 20%	20.00			TD @ 20%	20.00
	AD @ 5%	4.00			AD @ 5%	4.00
	Value Payable/Gross value	76.00			Value Payable/Gross value	76.00
	VAT @ 12.5%	**9.50**			CST @ 2%	1.49
	Net Value	66.50			Net Value	74.51
MD - MW						
	MRP	100.00			MRP	100.00
	TD @ 20%	20.00			TD @ 20%	20.00
	Value Payable/Gross value	80.00			Value Payable/Gross value	80.00
	VAT @ 12.5%	10.00			VAT @ 12.5%	10.00
	Net Value	70.00			Net Value	70.00
	VAT payable by MD	0.50			VAT payable by MD	10.00

NAV Solution for Vat Reimbursement

Purchase Order

- In Purchase order line for CST Purchase Orders system will also calculate VAT applicable (This is only notional and will not have financial impact)

    - In the above CST case the system will calculate 2% CST (Rs. 1.49) for financial posting and will also calculate 12.5% (Rs. 9.5) this 12.5% is only notional and not for finance or tax register. – **This has been already customized.**

    - This data is transferred to the posted purchase receipt table for use while assigning the credit memo received from Bosch

Purchase Credit Memo

- In Purchase Credit Memo **Charge Item** is to be used in line
- The charge item is to be assigned to various purchase receipt lines (which were posted earlier and against which the current Vat reimbursement credit memo is being posted).
- The Charge item is assigned to posted receipt lines to reduce the inventory value as the real value paid by dealers is CST Purchase – Vat Reimbursement received

The assignment can happen in two ways

- **Manual Assignment –** This is available Now and the steps are described later in this document. In the business case given above

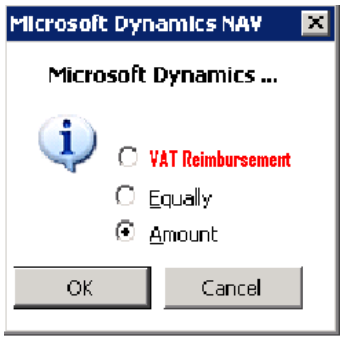
  Net Value Before Vat Reimbursement = Rs. 74.51

  Less: Vat Reimbursement = Rs. 9.50

  Net Value after Reimbursement = Rs. 65.01

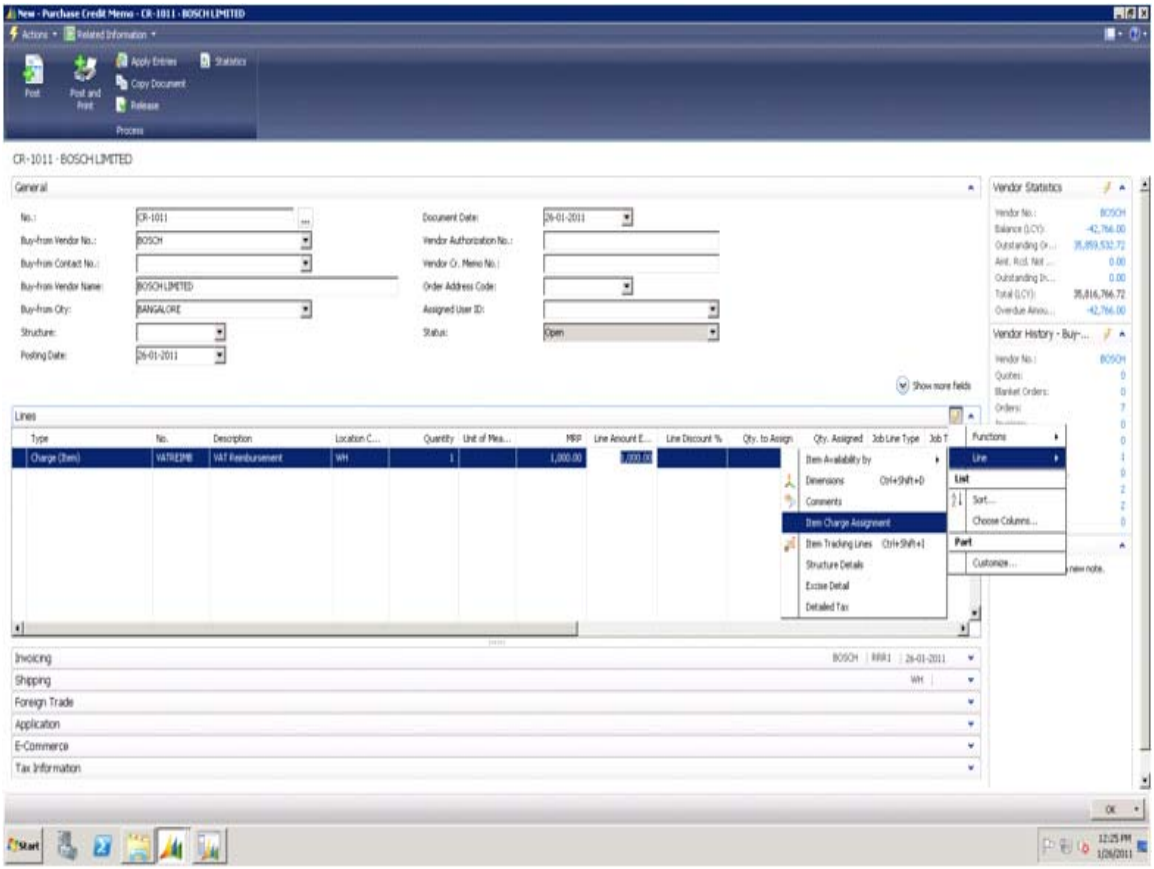
- **Auto Assignment – This customization is planned to be completed after golive**

  When this customization is complete the credit memo will be distributed proportional to the VAT Reimbursement Amount recorded in each posted purchase receipt.

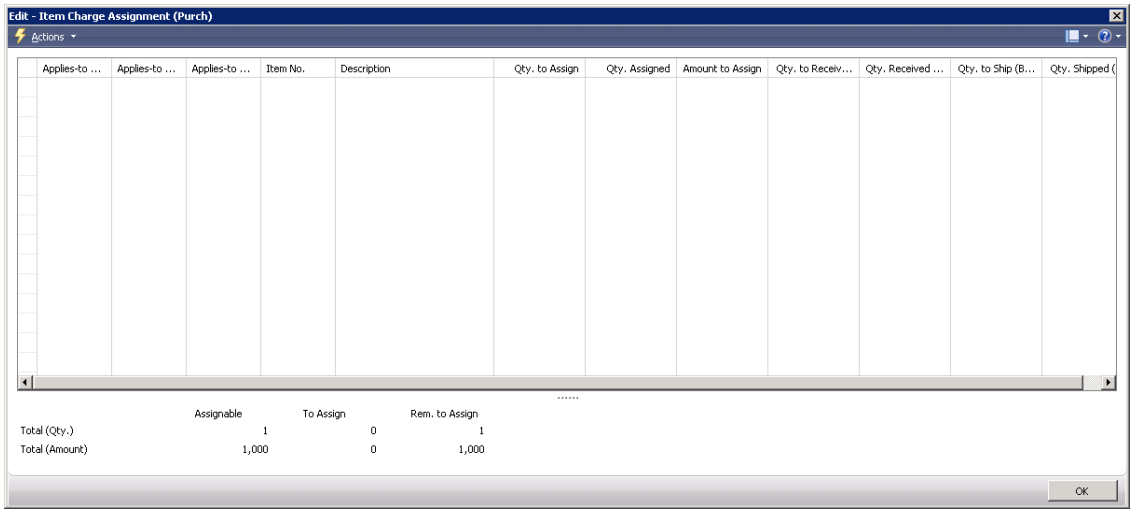


Manual Assignment of Vat Reimbursement

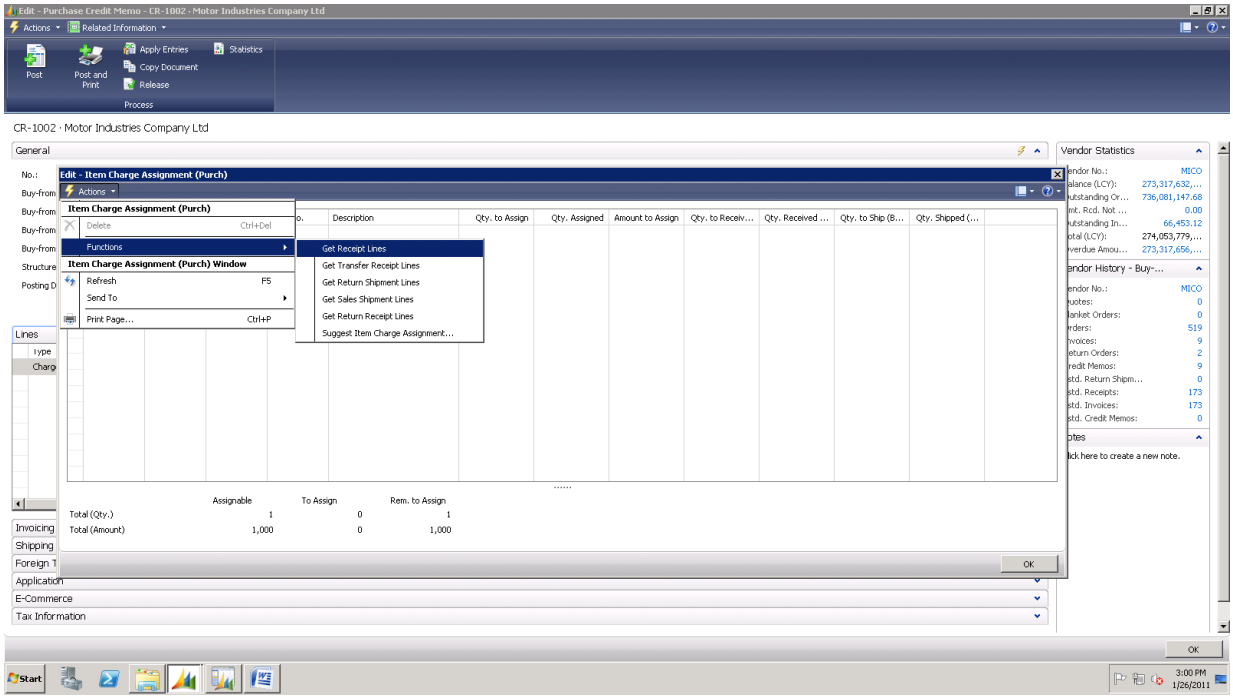
- Create Purchase Cr Memo with **Charge Item**
- **Go to Line > Item Charge assignment**



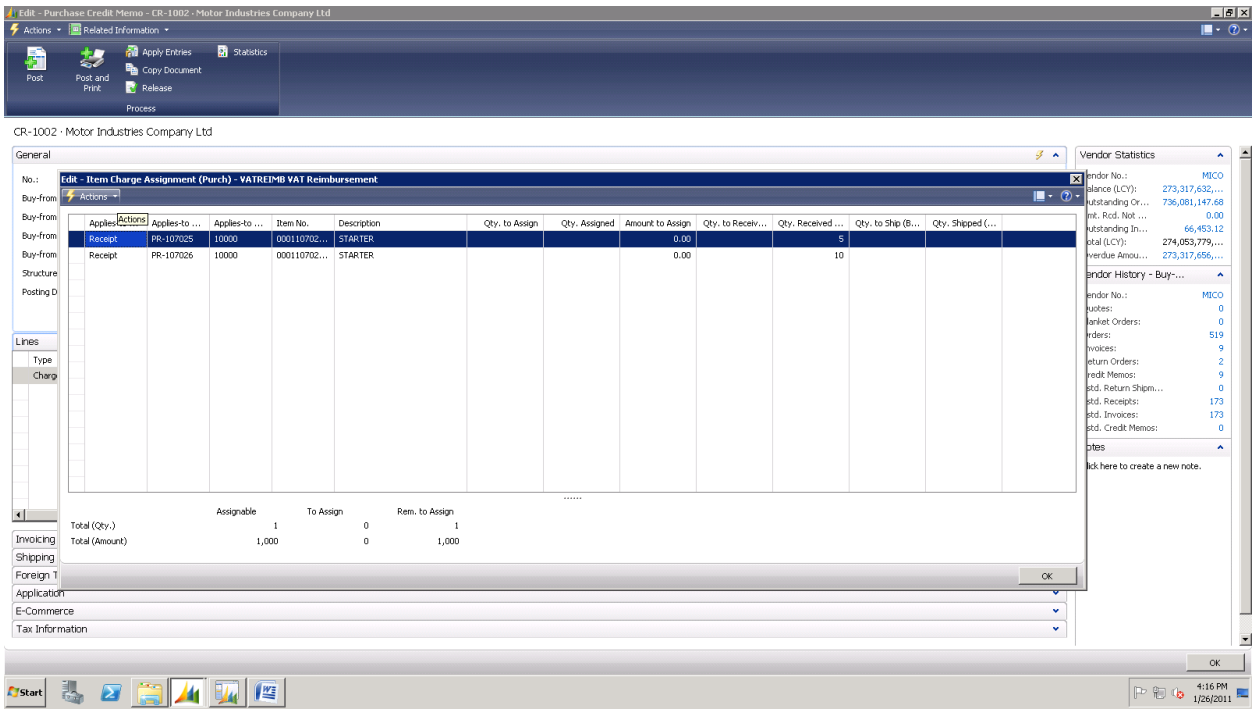
- The blank Item charge assignment form appears



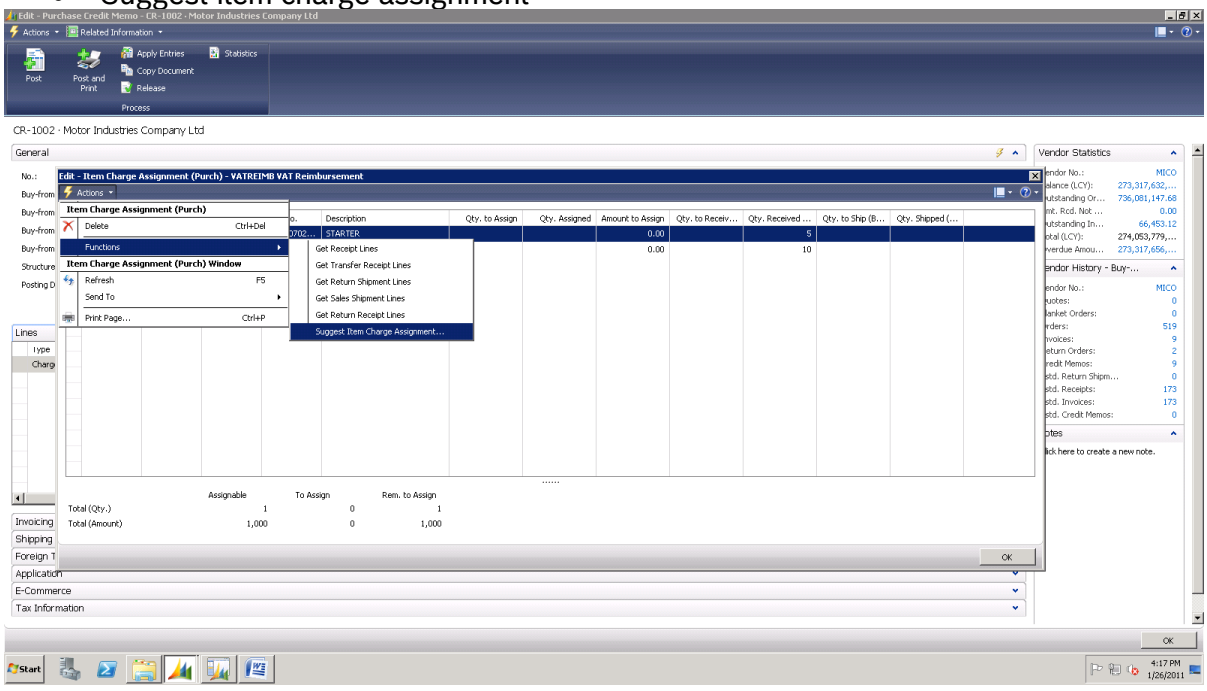
- Get posted purchase receipt lines will show all the posted lines
- Select the purchase receipt lines to which the cr memo is to be distributed



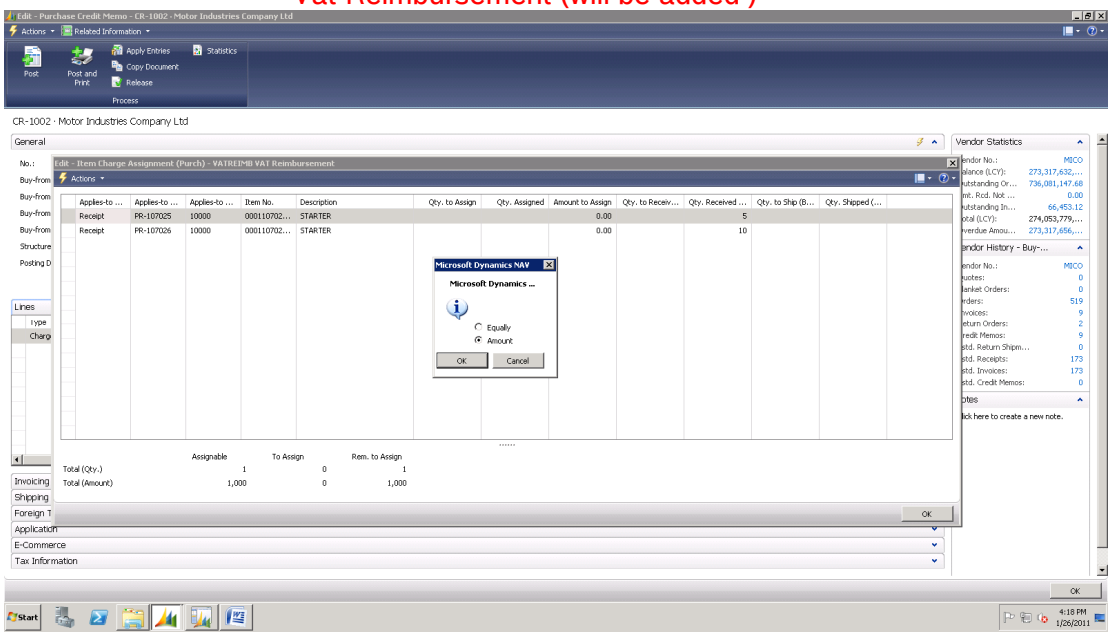
- The selected receipt lines are copied to the assignment page



- Suggest Item charge assignment



- Currently two options are available , third (in RED will be added for automating the assignment)
    - Equally
    - Amount
    - Vat Reimbursement (will be added)



- Currently the credit memo amount has to be **manually distributed in the selected lines in the amount to assign field.**

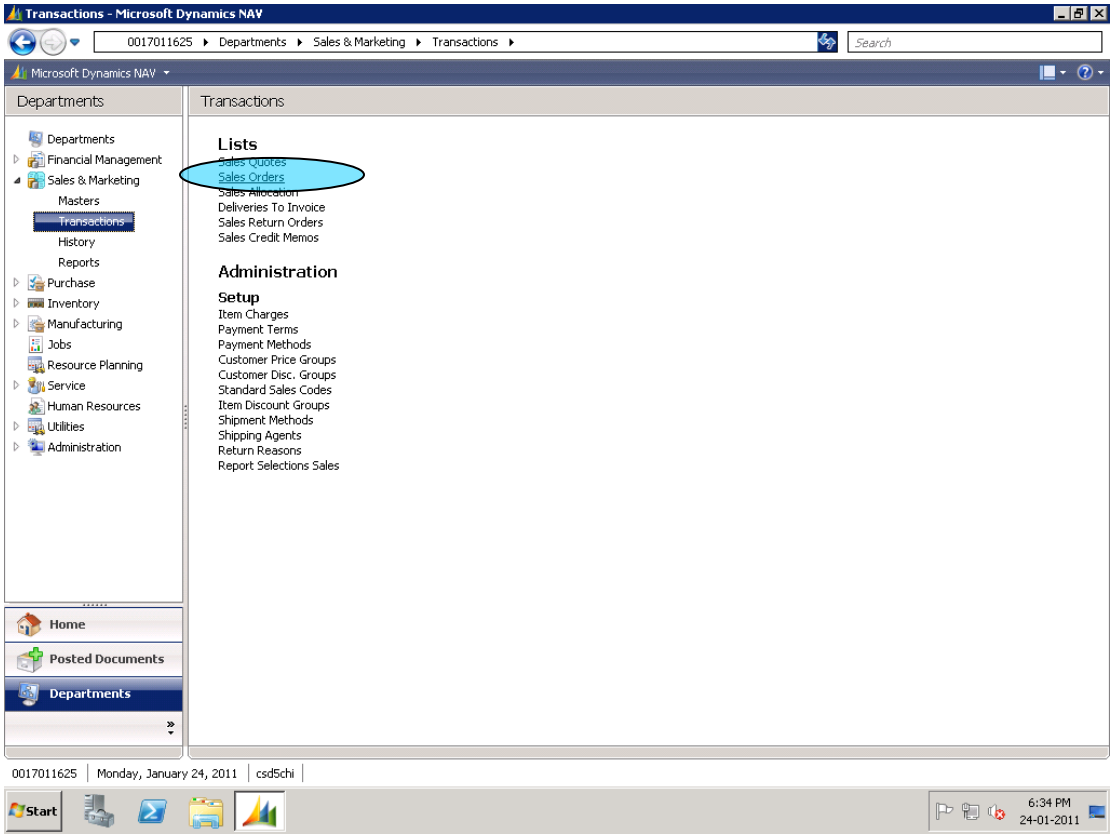
- Then post the credit memo.
- The credit memo cannot be posted unless the whole amount is assigned.
- The assignment results in a reduction of Financial value of the inventory (selected lines where the charge item is assigned)

Chapter 6: Sales

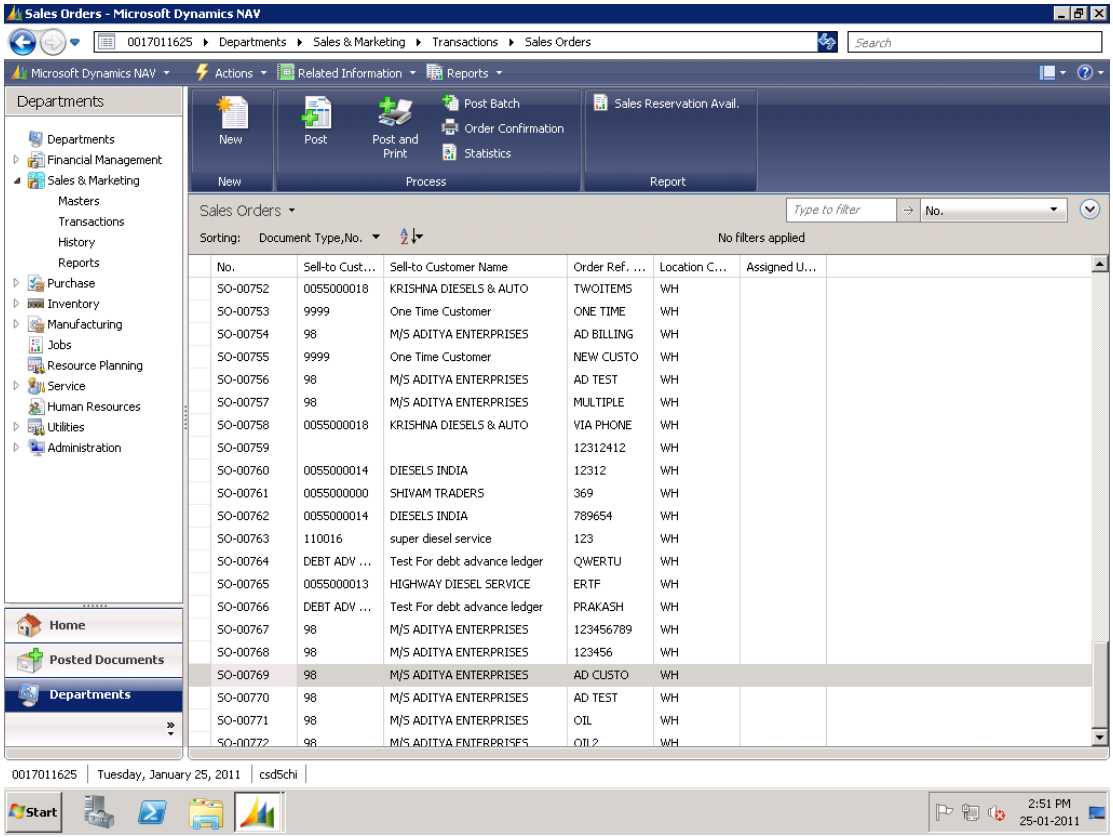
Counter Sales for MD or AD customers

Path: Sales & Marketing > Select Transactions > Sales Orders

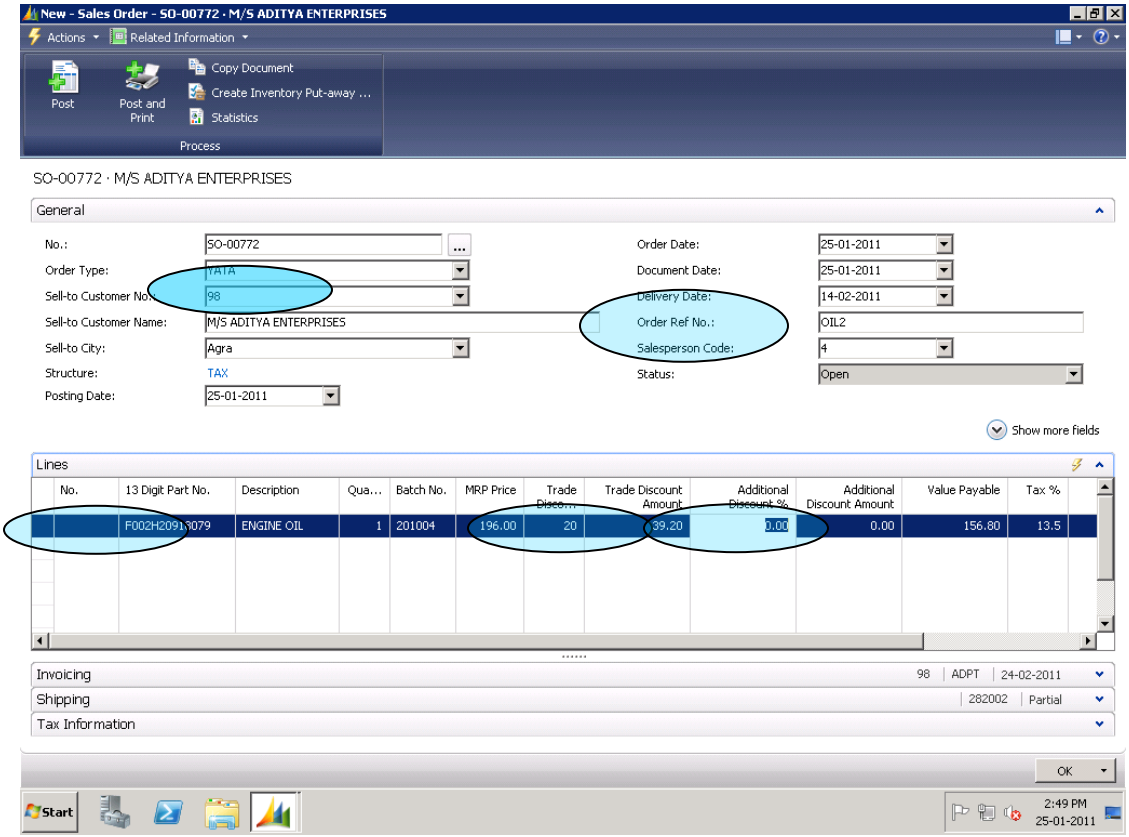
STEP 1: Sales Order



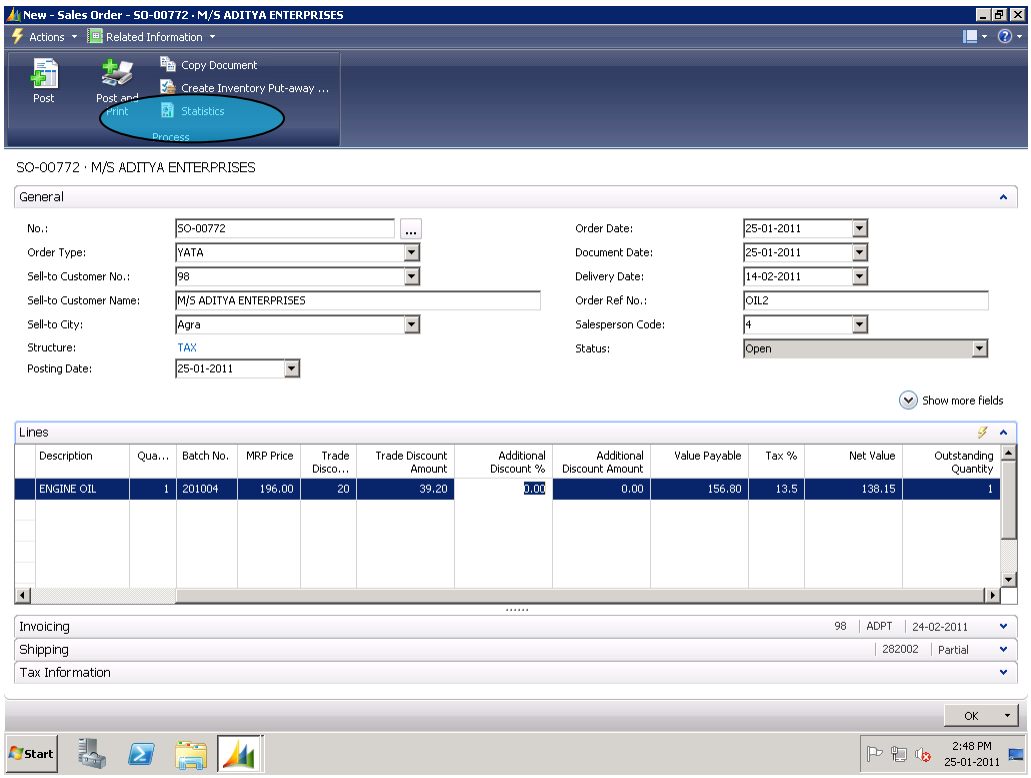
Click on NEW



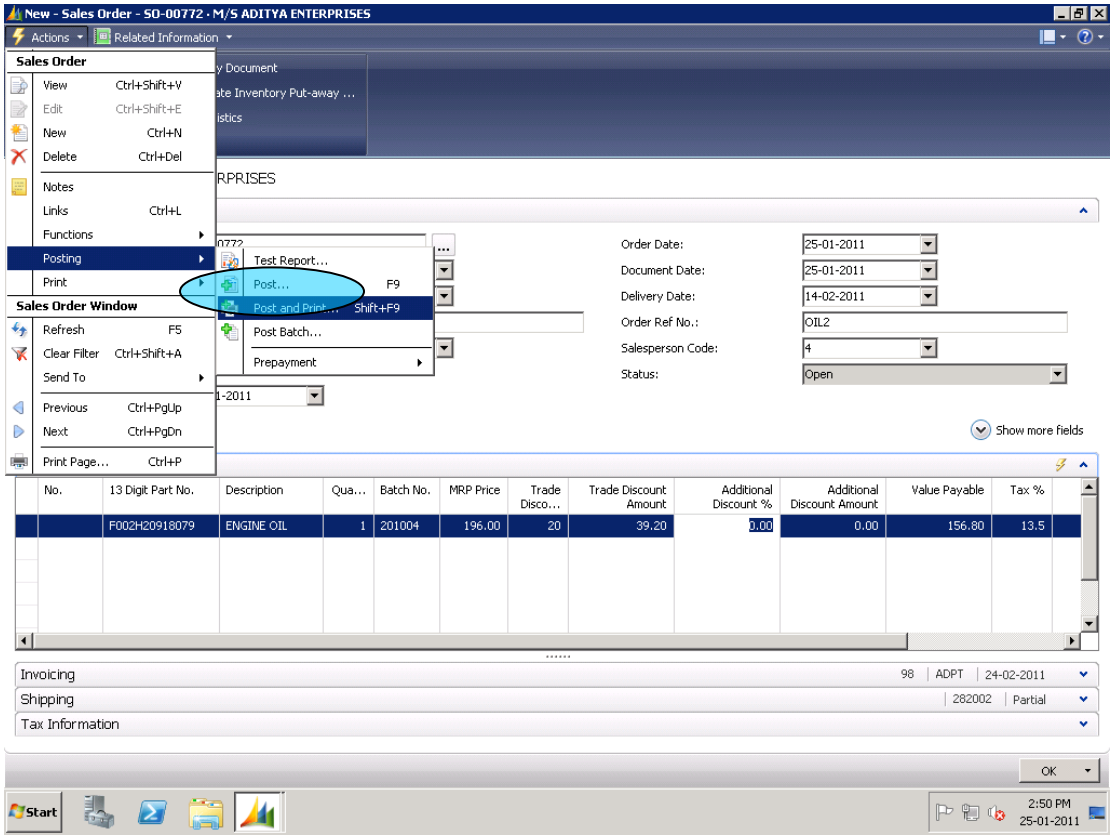
Type details in the New Sales order
Sell to Customer No: Select from Drop down menu
Order Ref No MANDATORY & **Salesperson Code** is Important for FR incentives.
In No column you can type 10 digit part no & press Enter, 13 digit part no will appear in 13 Digit Part no Column
Trade Discount % & Additional discount % can be typed for AD mode Customers

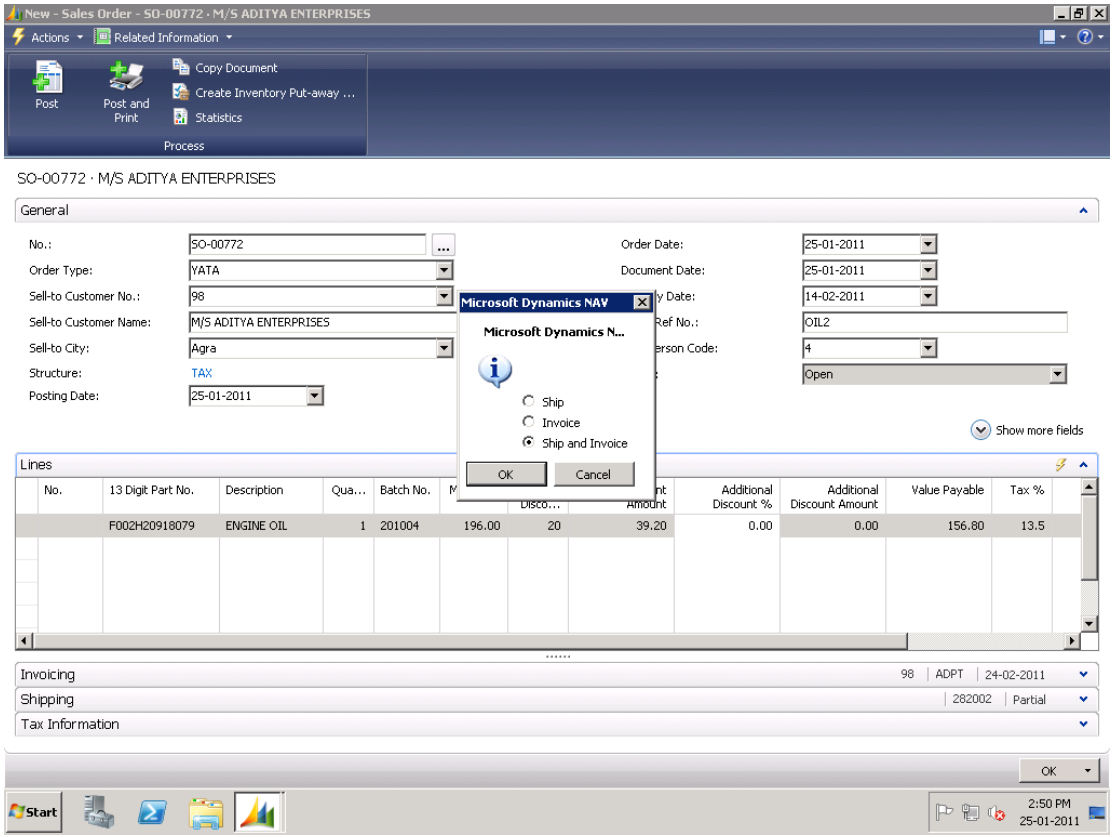


Click on **Statistics** Button to check Tax % & calculation


New - Sales Order - SO-00772 · M/S ADITYA ENTERPRISES
Actions
Related Information
Post
Post and Print
Copy Document
Create Inventory Put-away ...
Statistics
Process
SO-00772 · M/S ADITYA ENTERPRISES
General
No.: SO-00772
Order Type: YATA
Sell-to Customer No.: 98
Sell-to Customer Name: M/S ADITYA ENTERPRISES
Sell-to City: Agra
Structure: TAX
Posting Date: 25-01-2011
Order Date: 25-01-2011
Document Date: 25-01-2011
Delivery Date: 14-02-2011
Order Ref No.: OIL2
Salesperson Code: 4
Status: Open
Show more fields
Lines
Description | Qua... | Batch No. | MRP Price | Trade Disco... | Trade Discount Amount | Additional Discount % | Additional Discount Amount | Value Payable | Tax % | Net Value | Outstanding Quantity
ENGINE OIL | 1 | 201004 | 196.00 | 20 | 39.20 | 0.00 | 0.00 | 156.80 | 13.5 | 138.15 | 1
Invoicing 98 | ADPT | 24-02-2011
Shipping | 282002 | Partial
Tax Information
OK
Start
2:48 PM
25-01-2011

To directly do a Counter Sales,
From the Actions > Select Posting & click on **POST (F9)**

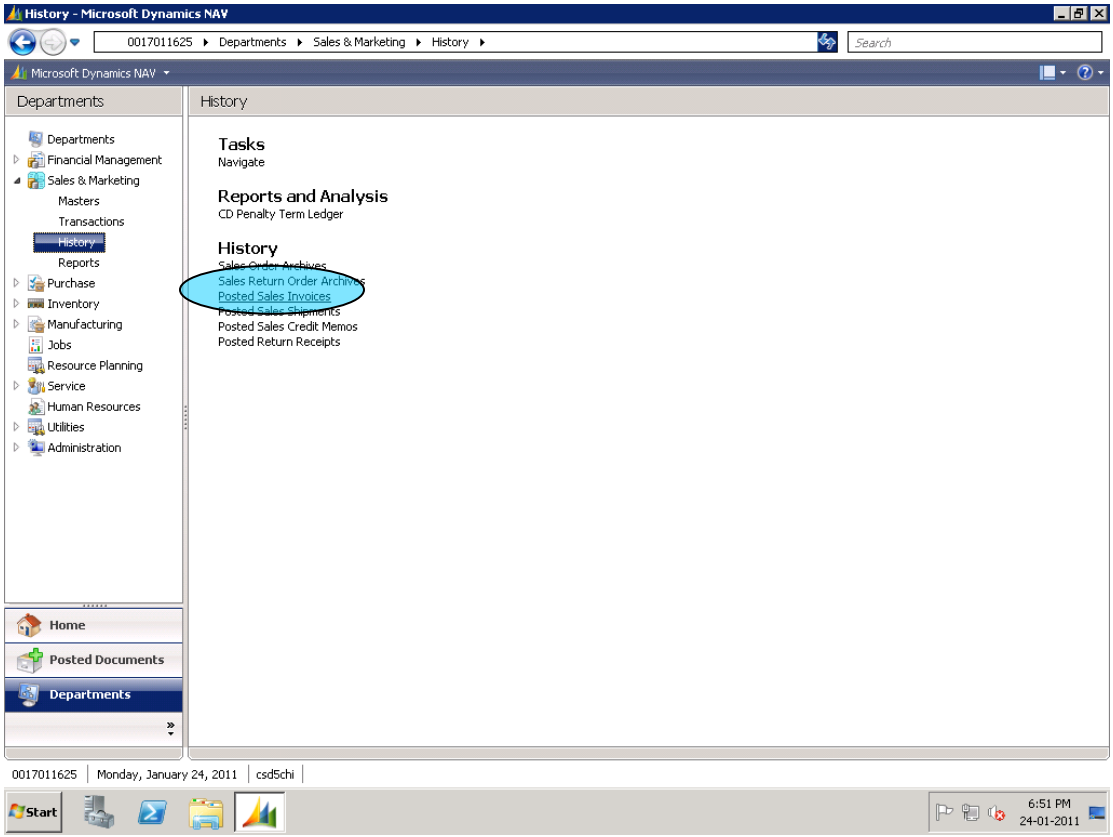

New - Sales Order - SO-00772 · M/S ADITYA ENTERPRISES
Actions
Related Information
Sales Order
View Ctrl+Shift+V
Edit Ctrl+Shift+E
New Ctrl+N
Delete Ctrl+Del
Notes
Links Ctrl+L
Functions
Posting
Print
Sales Order Window
Refresh F5
Clear Filter Ctrl+Shift+A
Send To
Previous Ctrl+PgUp
Next Ctrl+PgDn
Print Page... Ctrl+P
Test Report...
Post... F9
Post and Print... Shift+F9
Post Batch...
Prepayment
Order Date: 25-01-2011
Document Date: 25-01-2011
Delivery Date: 14-02-2011
Order Ref No.: OIL2
Salesperson Code: 4
Status: Open
Show more fields
No. | 13 Digit Part No. | Description | Qua... | Batch No. | MRP Price | Trade Disco... | Trade Discount Amount | Additional Discount % | Additional Discount Amount | Value Payable | Tax %
F002H20918079 | ENGINE OIL | 1 | 201004 | 196.00 | 20 | 39.20 | 0.00 | 0.00 | 156.80 | 13.5
Invoicing 98 | ADPT | 24-02-2011
Shipping 282002 | Partial
Tax Information
OK
Start
2:50 PM
25-01-2011



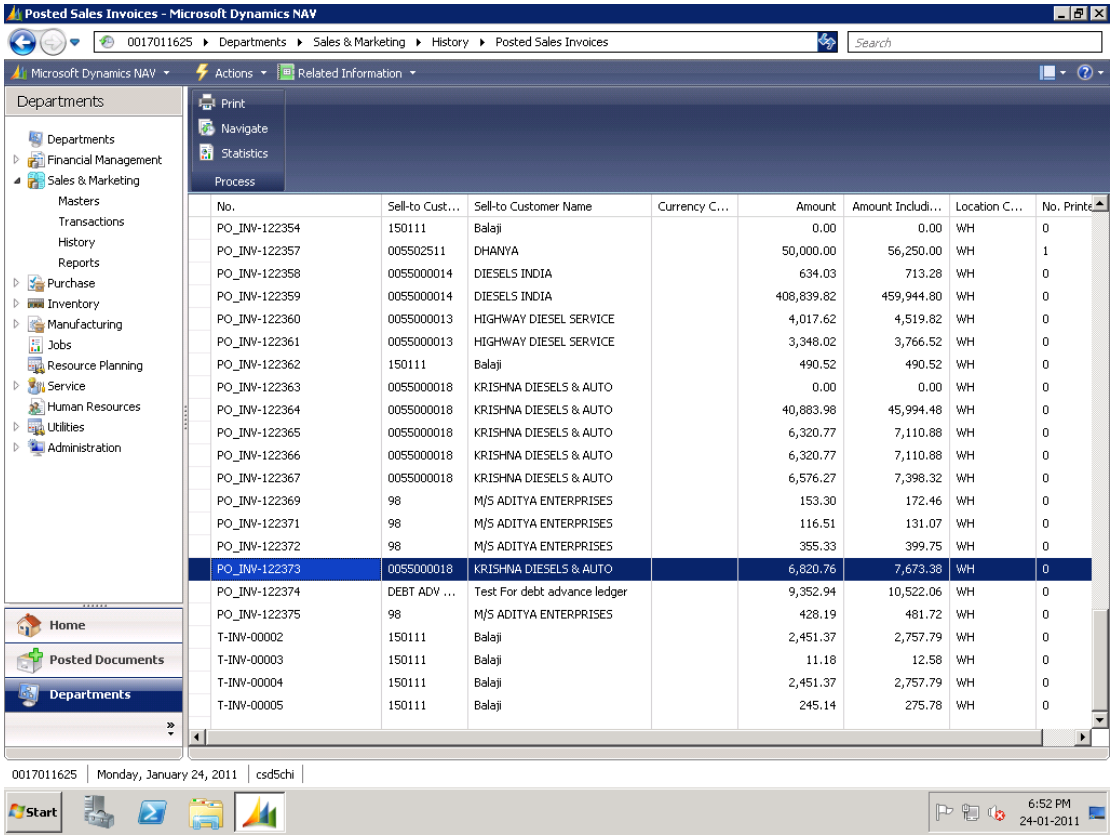
STEP 2: To view the Invoices

From the History Option

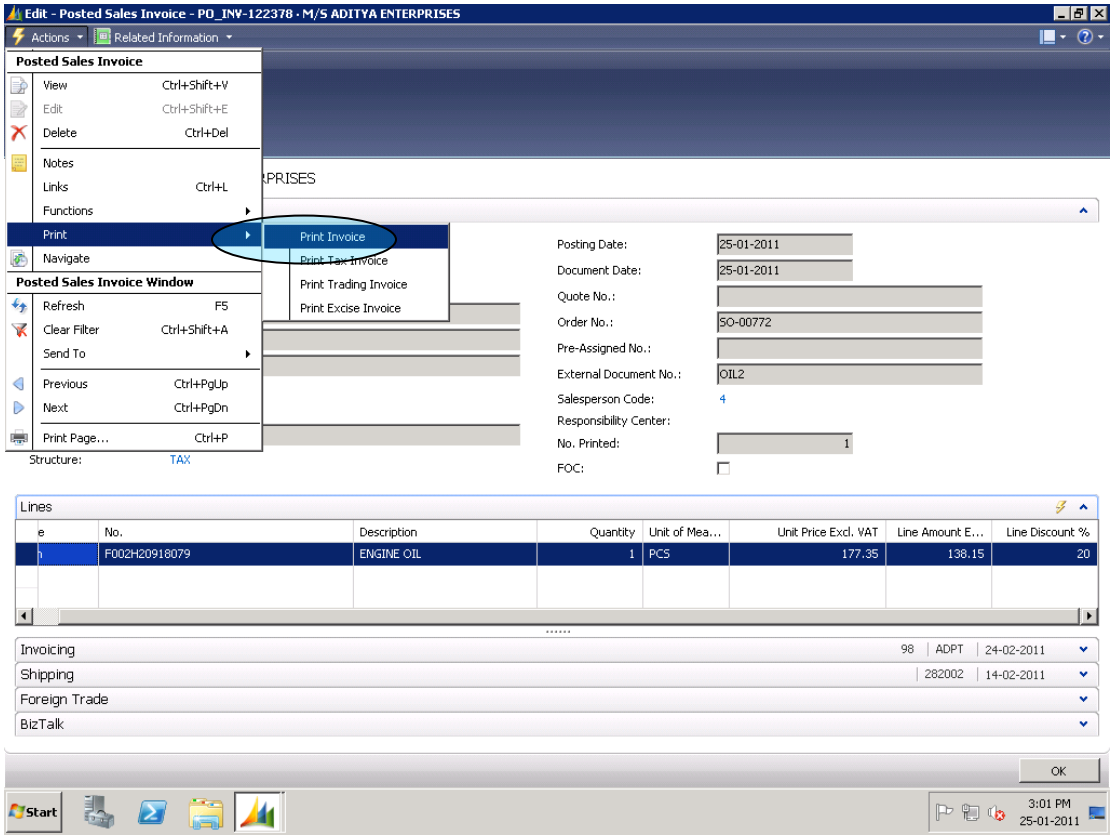
Select Posted Sales Invoices

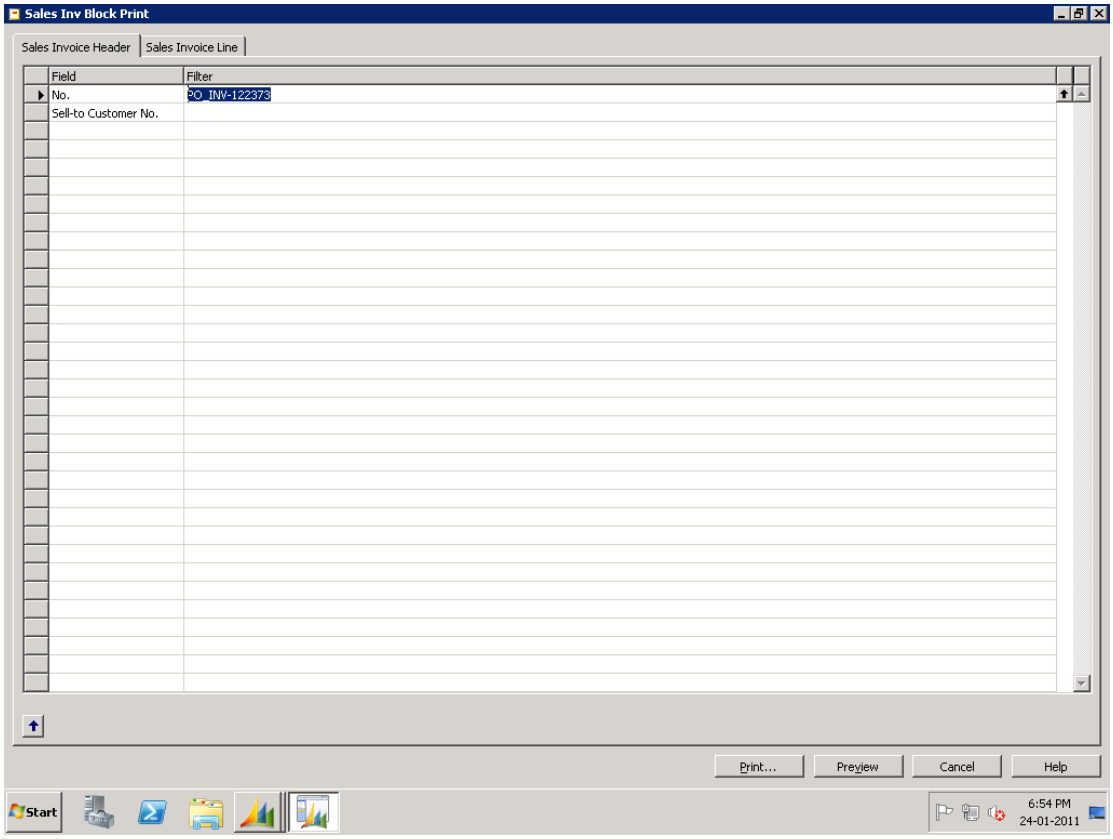


Select the Invoice no & double click on the Invoice

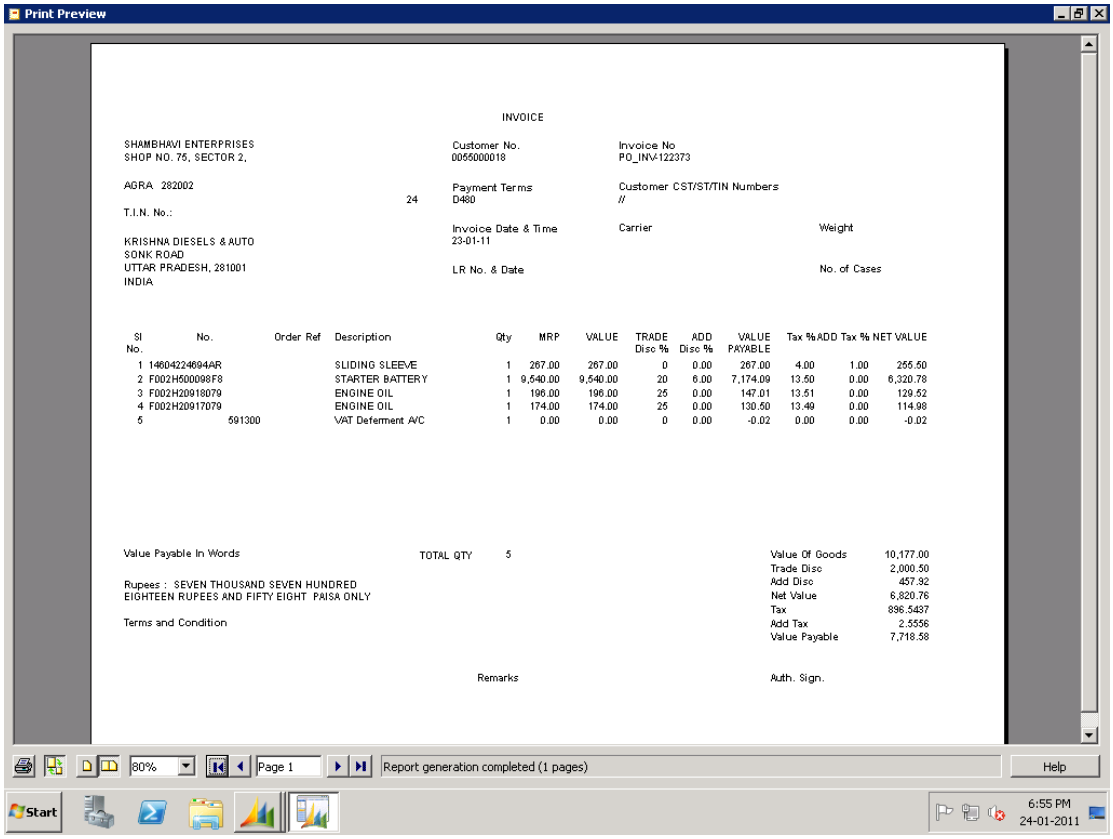

Posted Sales Invoices - Microsoft Dynamics NAV
0017011625 ▸ Departments ▸ Sales & Marketing ▸ History ▸ Posted Sales Invoices
Search
Microsoft Dynamics NAV
Actions
Related Information
Departments
Departments
Financial Management
Sales & Marketing
Masters
Transactions
History
Reports
Purchase
Inventory
Manufacturing
Jobs
Resource Planning
Service
Human Resources
Utilities
Administration
Print
Navigate
Statistics
Process
No.
Sell-to Cust...
Sell-to Customer Name
Currency C...
Amount
Amount Includi...
Location C...
No. Printe
PO_INV-122354 150111 Balaji 0.00 0.00 WH 0
PO_INV-122357 005502511 DHANYA 50,000.00 56,250.00 WH 1
PO_INV-122358 0055000014 DIESELS INDIA 634.03 713.28 WH 0
PO_INV-122359 0055000014 DIESELS INDIA 408,839.82 459,944.80 WH 0
PO_INV-122360 0055000013 HIGHWAY DIESEL SERVICE 4,017.62 4,519.82 WH 0
PO_INV-122361 0055000013 HIGHWAY DIESEL SERVICE 3,348.02 3,766.52 WH 0
PO_INV-122362 150111 Balaji 490.52 490.52 WH 0
PO_INV-122363 0055000018 KRISHNA DIESELS & AUTO 0.00 0.00 WH 0
PO_INV-122364 0055000018 KRISHNA DIESELS & AUTO 40,883.98 45,994.48 WH 0
PO_INV-122365 0055000018 KRISHNA DIESELS & AUTO 6,320.77 7,110.88 WH 0
PO_INV-122366 0055000018 KRISHNA DIESELS & AUTO 6,320.77 7,110.88 WH 0
PO_INV-122367 0055000018 KRISHNA DIESELS & AUTO 6,576.27 7,398.32 WH 0
PO_INV-122369 98 M/S ADITYA ENTERPRISES 153.30 172.46 WH 0
PO_INV-122371 98 M/S ADITYA ENTERPRISES 116.51 131.07 WH 0
PO_INV-122372 98 M/S ADITYA ENTERPRISES 355.33 399.75 WH 0
PO_INV-122373 0055000018 KRISHNA DIESELS & AUTO 6,820.76 7,673.38 WH 0
PO_INV-122374 DEBT ADV ... Test For debt advance ledger 9,352.94 10,522.06 WH 0
PO_INV-122375 98 M/S ADITYA ENTERPRISES 428.19 481.72 WH 0
T-INV-00002 150111 Balaji 2,451.37 2,757.79 WH 0
T-INV-00003 150111 Balaji 11.18 12.58 WH 0
T-INV-00004 150111 Balaji 2,451.37 2,757.79 WH 0
T-INV-00005 150111 Balaji 245.14 275.78 WH 0
Home
Posted Documents
Departments
0017011625
Monday, January 24, 2011
csd5chi
Start
6:52 PM
24-01-2011

From the Actions Menu > Select Print > Print Invoice


Edit - Posted Sales Invoice - PO_INV-122378 · M/S ADITYA ENTERPRISES
Actions
Related Information
Posted Sales Invoice
View Ctrl+Shift+V
Edit Ctrl+Shift+E
Delete Ctrl+Del
Notes
Links Ctrl+L
Functions
Print
Navigate
Posted Sales Invoice Window
Refresh F5
Clear Filter Ctrl+Shift+A
Send To
Previous Ctrl+PgUp
Next Ctrl+PgDn
Print Page... Ctrl+P
Print Invoice
Print Tax Invoice
Print Trading Invoice
Print Excise Invoice
Structure: TAX
Posting Date: 25-01-2011
Document Date: 25-01-2011
Quote No.:
Order No.: SO-00772
Pre-Assigned No.:
External Document No.: OIL2
Salesperson Code: 4
Responsibility Center:
No. Printed: 1
FOC:
Lines
No. Description Quantity Unit of Mea... Unit Price Excl. VAT Line Amount E... Line Discount %
F002H20918079 ENGINE OIL 1 PCS 177.35 138.15 20
Invoicing 98 ADPT 24-02-2011
Shipping 282002 14-02-2011
Foreign Trade
BizTalk
OK
Start
3:01 PM
25-01-2011



To Preview the Invoice click on Preview,

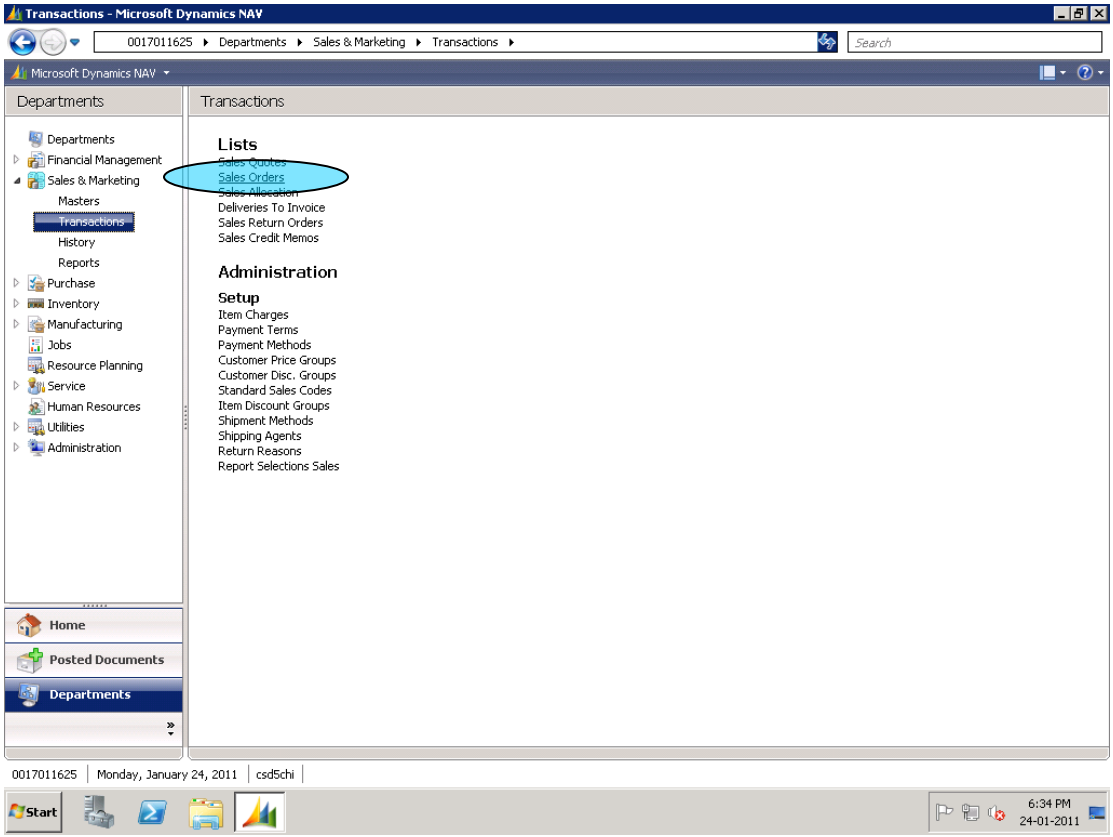

Print Preview
INVOICE
SHAMBHAVI ENTERPRISES
SHOP NO. 75, SECTOR 2,
AGRA 282002
T.I.N. No.:
KRISHNA DIESELS & AUTO
SONK ROAD
UTTAR PRADESH, 281001
INDIA
Customer No.
0055000018
Invoice No
PO_INV-122373
Payment Terms
D480
Customer CST/ST/TIN Numbers
//
Invoice Date & Time
23-01-11
Carrier
Weight
LR No. & Date
No. of Cases
Sl No. | No. | Order Ref | Description | Qty | MRP | VALUE | TRADE Disc % | ADD Disc % | VALUE PAYABLE | Tax % | ADD Tax % | NET VALUE
1 | 14604224694AR | | SLIDING SLEEVE | 1 | 267.00 | 267.00 | 0 | 0.00 | 267.00 | 4.00 | 1.00 | 255.50
2 | F002H500098F8 | | STARTER BATTERY | 1 | 9,540.00 | 9,540.00 | 20 | 6.00 | 7,174.09 | 13.50 | 0.00 | 6,320.78
3 | F002H20918079 | | ENGINE OIL | 1 | 196.00 | 196.00 | 25 | 0.00 | 147.01 | 13.51 | 0.00 | 129.52
4 | F002H20917079 | | ENGINE OIL | 1 | 174.00 | 174.00 | 25 | 0.00 | 130.50 | 13.49 | 0.00 | 114.98
5 | 591300 | | VAT Deferment A/C | 1 | 0.00 | 0.00 | 0 | 0.00 | -0.02 | 0.00 | 0.00 | -0.02
Value Payable In Words
Rupees : SEVEN THOUSAND SEVEN HUNDRED EIGHTEEN RUPEES AND FIFTY EIGHT PAISA ONLY
Terms and Condition
TOTAL QTY 5
Value Of Goods 10,177.00
Trade Disc 2,000.50
Add Disc 457.92
Net Value 6,820.76
Tax 896.5437
Add Tax 2.5556
Value Payable 7,718.58
Remarks
Auth. Sign.
80%
Page 1
Report generation completed (1 pages)
Help
Start
6:55 PM
24-01-2011

To Print to the default printer, click on Print

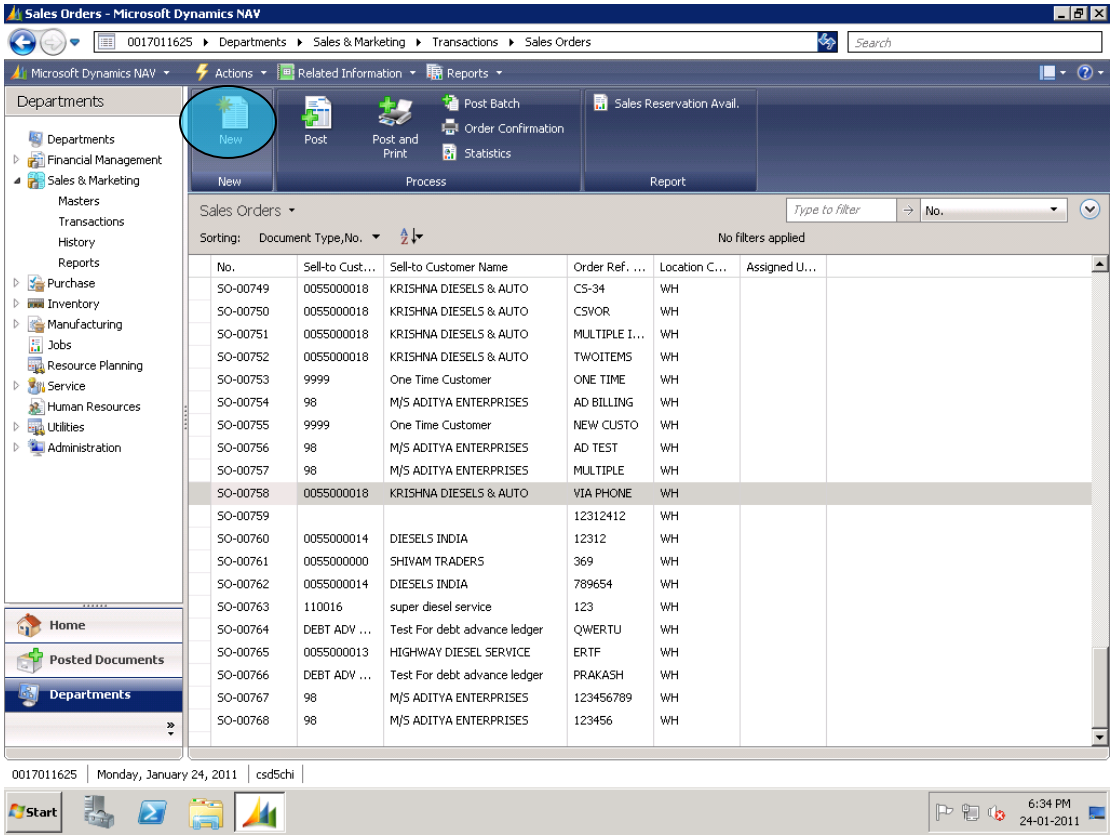
SALE TO MD CUSTOMERS

Path: Sales & Marketing > Select Transactions > Click on Sales Orders

STEP 1: Sales Order


Transactions - Microsoft Dynamics NAV
0017011625 ▸ Departments ▸ Sales & Marketing ▸ Transactions ▸
Search
Microsoft Dynamics NAV
Departments
Transactions
Departments
Financial Management
Sales & Marketing
Masters
Transactions
History
Reports
Purchase
Inventory
Manufacturing
Jobs
Resource Planning
Service
Human Resources
Utilities
Administration
Lists
Sales Quotes
Sales Orders
Sales Allocation
Deliveries To Invoice
Sales Return Orders
Sales Credit Memos
Administration
Setup
Item Charges
Payment Terms
Payment Methods
Customer Price Groups
Customer Disc. Groups
Standard Sales Codes
Item Discount Groups
Shipment Methods
Shipping Agents
Return Reasons
Report Selections Sales
Home
Posted Documents
Departments
0017011625
Monday, January 24, 2011
csd5chi
Start
6:34 PM
24-01-2011

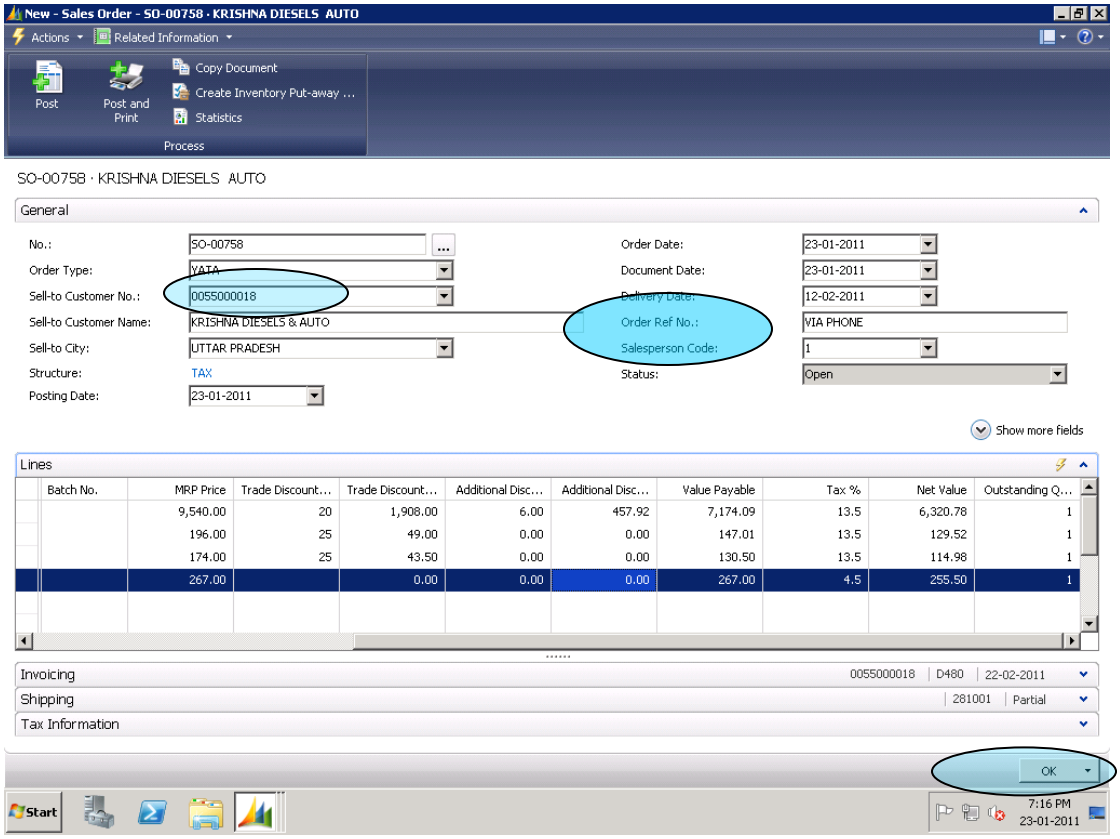
Click on New



Type details in the New Sales order

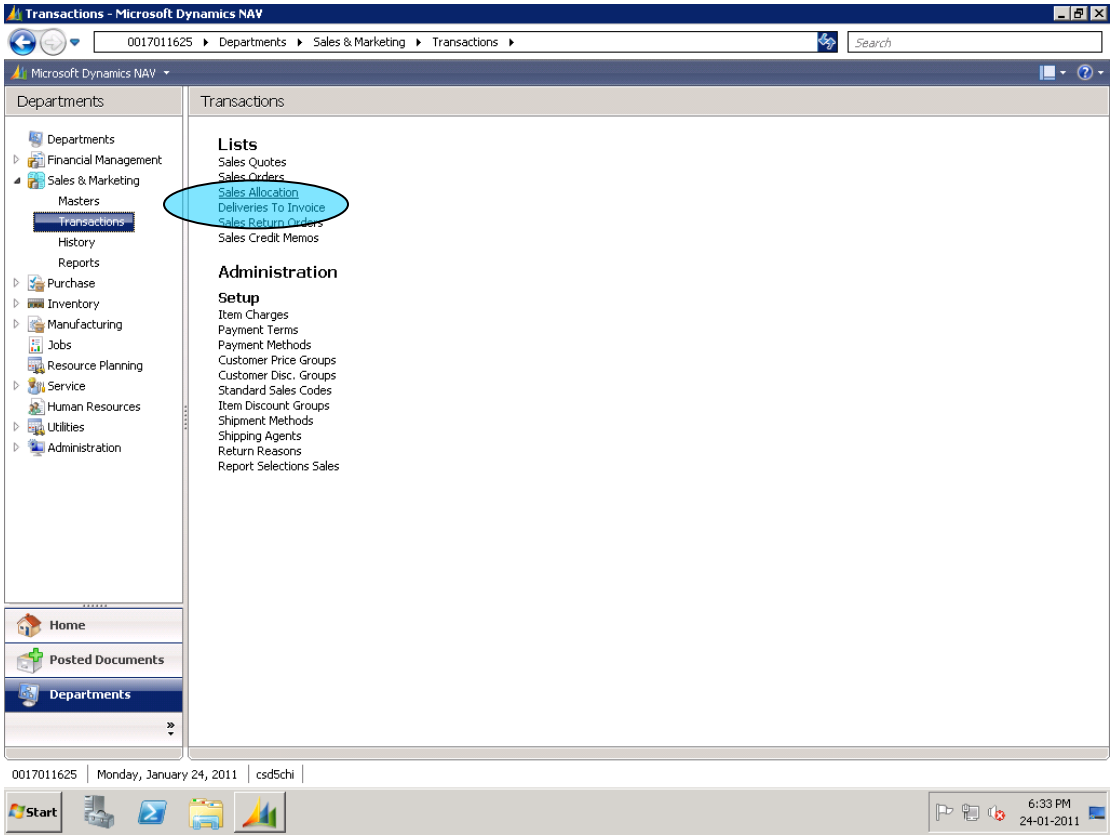
Sell to Customer No: Select from Drop down menu

Order Ref No MANDATORY & **Salesperson Code** is Important for FR incentives.


New - Sales Order - SO-00758 · KRISHNA DIESELS AUTO
Actions
Related Information
Post
Post and Print
Copy Document
Create Inventory Put-away ...
Statistics
Process
SO-00758 · KRISHNA DIESELS AUTO
General
No.: SO-00758
Order Type: YATA
Sell-to Customer No.: 0055000018
Sell-to Customer Name: KRISHNA DIESELS & AUTO
Sell-to City: UTTAR PRADESH
Structure: TAX
Posting Date: 23-01-2011
Order Date: 23-01-2011
Document Date: 23-01-2011
Delivery Date: 12-02-2011
Order Ref No.: VIA PHONE
Salesperson Code: 1
Status: Open
Show more fields
Lines
Batch No. | MRP Price | Trade Discount... | Trade Discount... | Additional Disc... | Additional Disc... | Value Payable | Tax % | Net Value | Outstanding Q...
9,540.00 | 20 | 1,908.00 | 6.00 | 457.92 | 7,174.09 | 13.5 | 6,320.78 | 1
196.00 | 25 | 49.00 | 0.00 | 0.00 | 147.01 | 13.5 | 129.52 | 1
174.00 | 25 | 43.50 | 0.00 | 0.00 | 130.50 | 13.5 | 114.98 | 1
267.00 | 0.00 | 0.00 | 0.00 | 267.00 | 4.5 | 255.50 | 1
Invoicing 0055000018 D480 22-02-2011
Shipping 281001 Partial
Tax Information
OK
Start
7:16 PM
23-01-2011

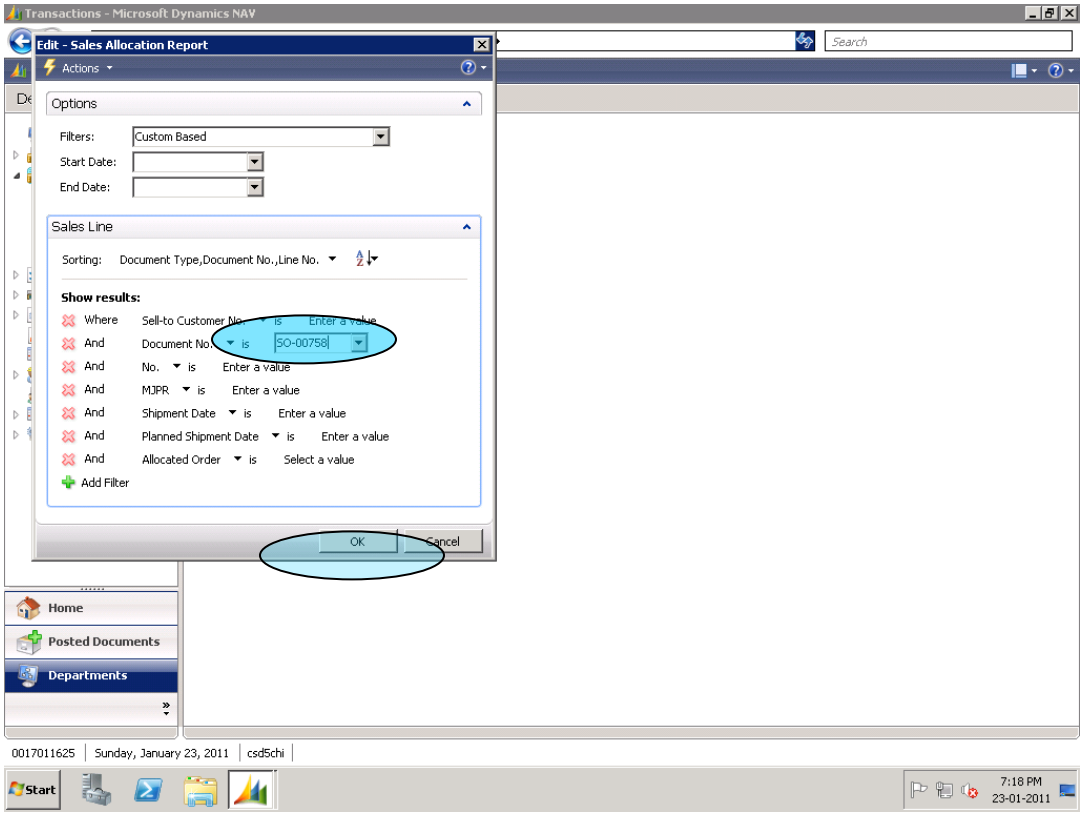
Once you click on OK the Sales order gets created & saved.

STEP 2: Sales Allocation



Select Custom Based or as required

Type the Document No & then click on OK



Select the items for Allocation then from the Top options menu

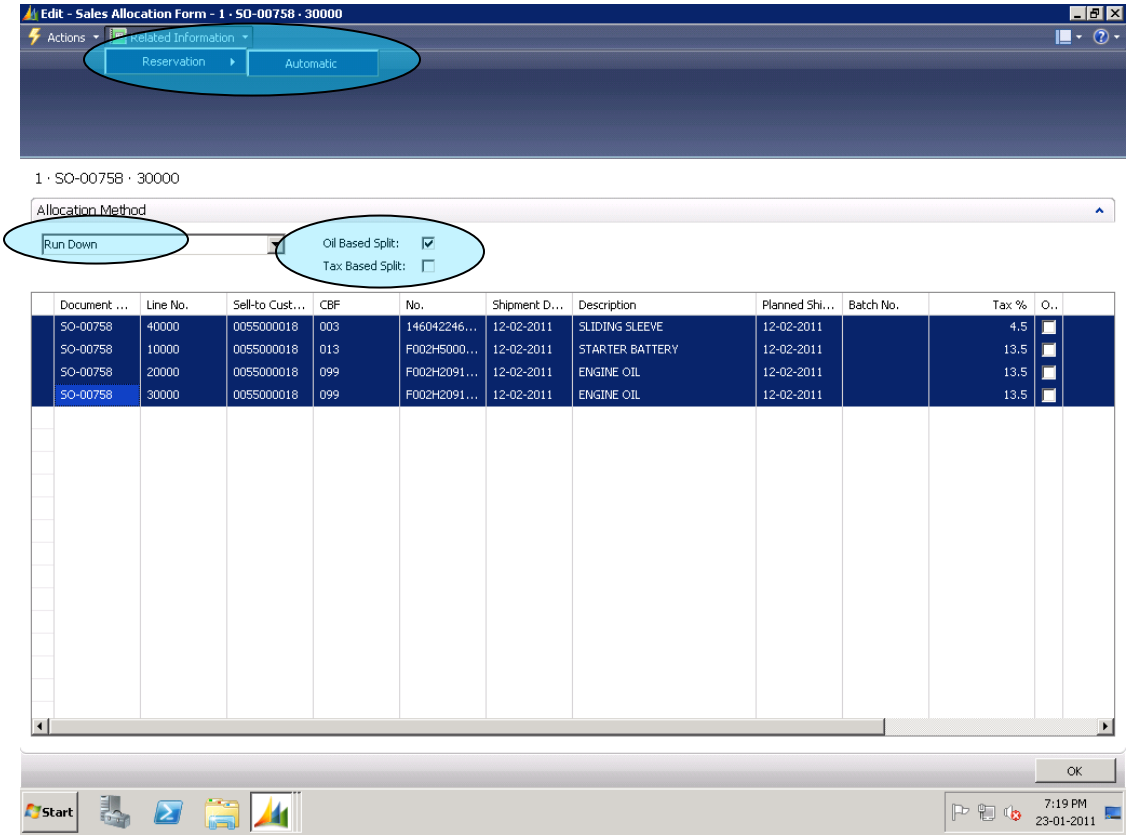
Select Related Information > Reservation > Automatic

Allocation Method is: **Run down** or as required

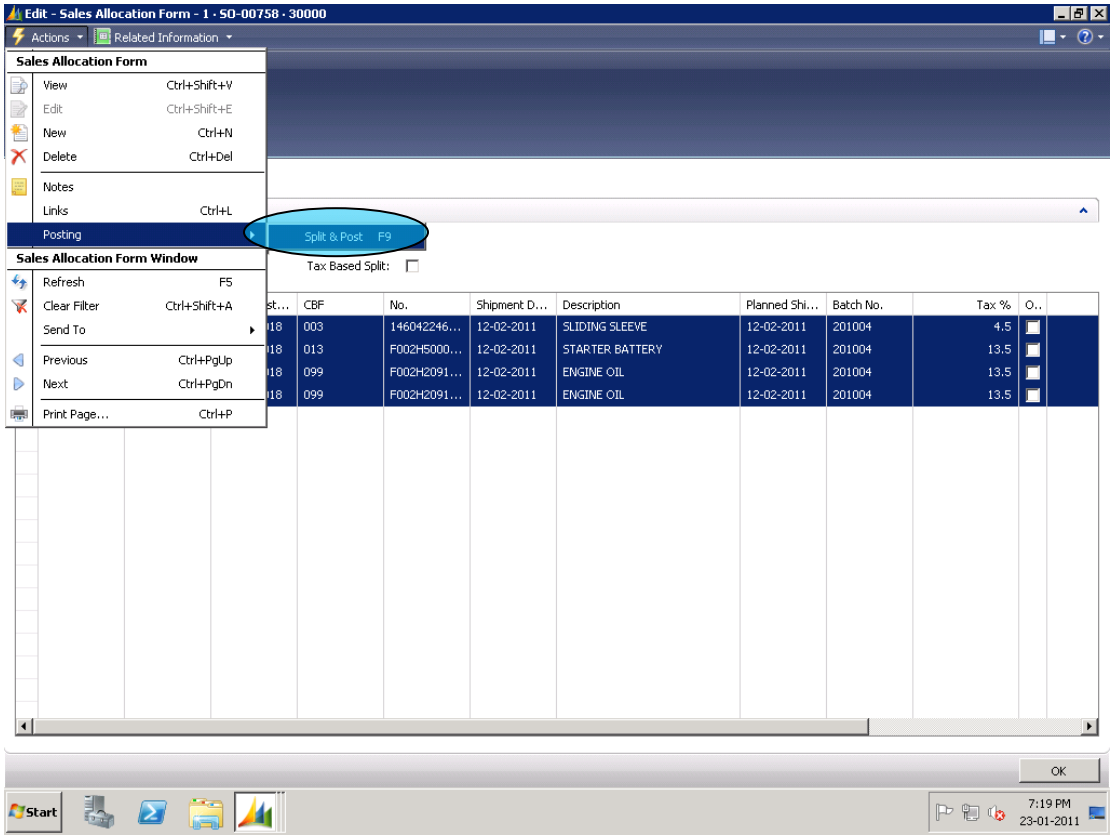
Invoices split is based on

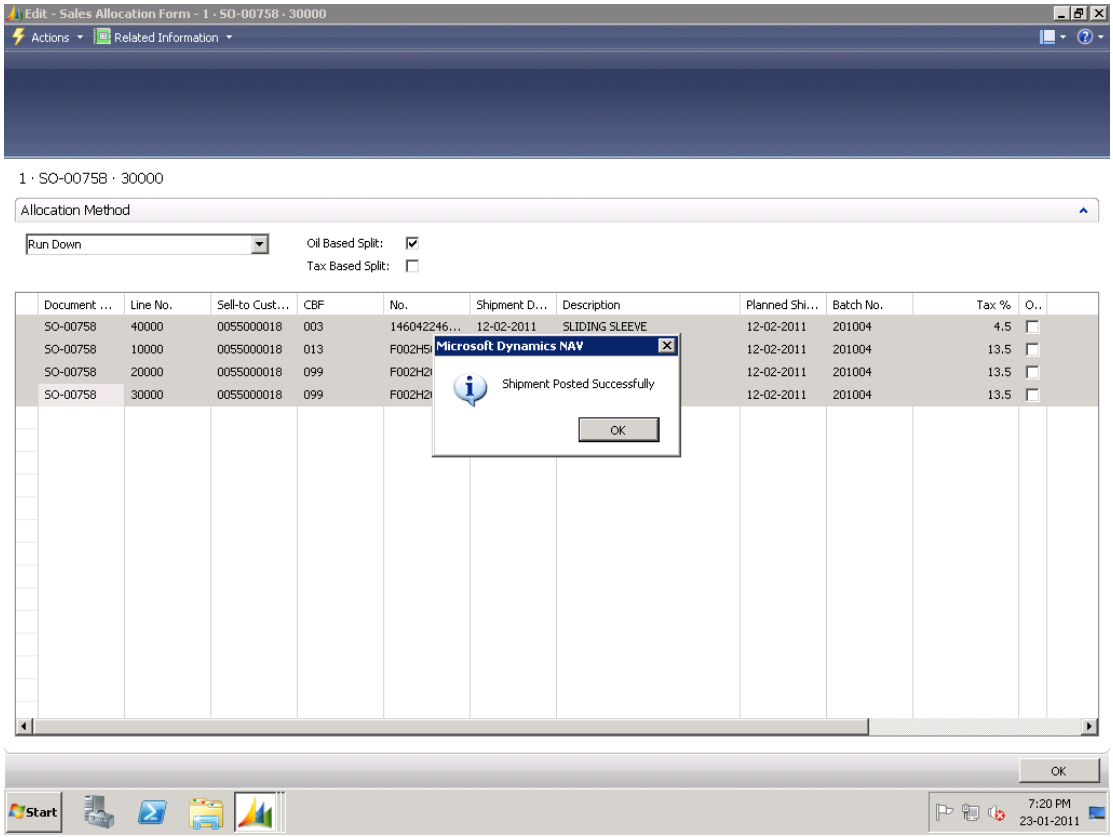
Oil Based Split or

Tax Based Split



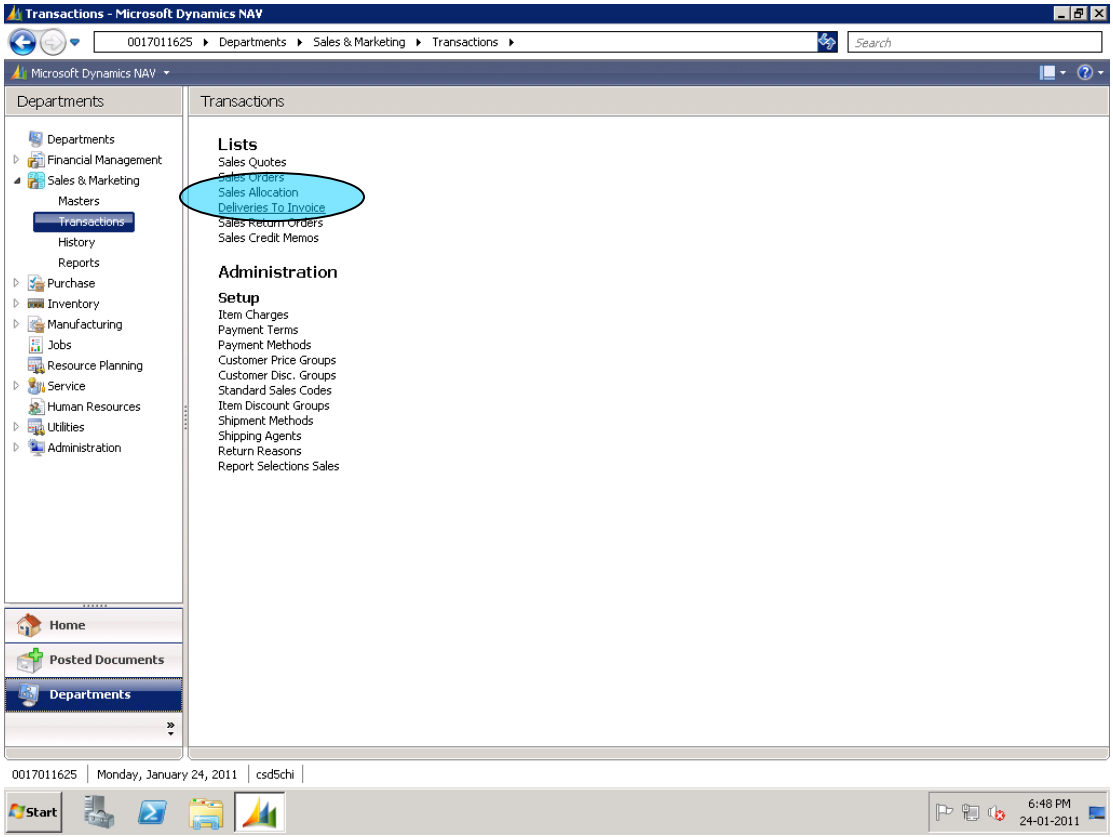
From Actions Menu > Select Posting > Split & Post

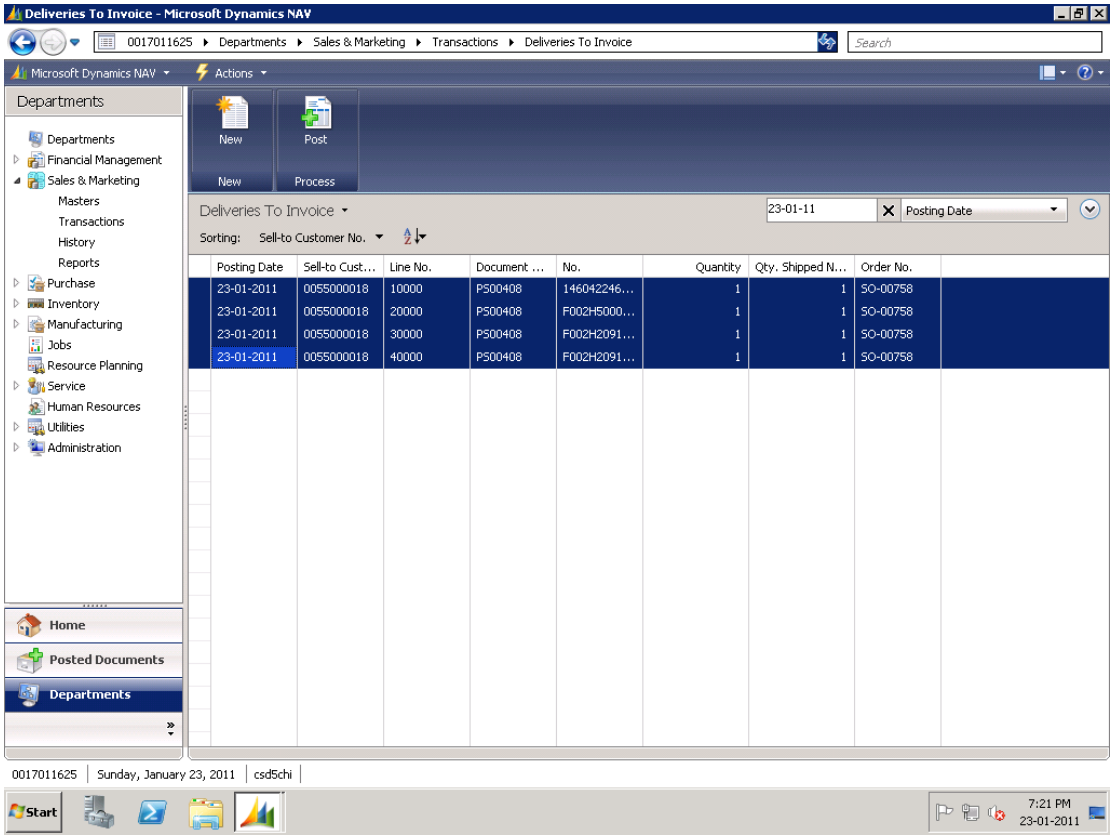

Edit - Sales Allocation Form - 1 - SO-00758 - 30000
Actions
Related Information
Sales Allocation Form
View Ctrl+Shift+V
Edit Ctrl+Shift+E
New Ctrl+N
Delete Ctrl+Del
Notes
Links Ctrl+L
Posting
Split & Post F9
Sales Allocation Form Window
Refresh F5
Clear Filter Ctrl+Shift+A
Send To
Previous Ctrl+PgUp
Next Ctrl+PgDn
Print Page... Ctrl+P
Tax Based Split:
CBF
No.
Shipment D...
Description
Planned Shi...
Batch No.
Tax %
003 146042246... 12-02-2011 SLIDING SLEEVE 12-02-2011 201004 4.5
013 F002H5000... 12-02-2011 STARTER BATTERY 12-02-2011 201004 13.5
099 F002H2091... 12-02-2011 ENGINE OIL 12-02-2011 201004 13.5
099 F002H2091... 12-02-2011 ENGINE OIL 12-02-2011 201004 13.5
OK
Start
7:19 PM
23-01-2011



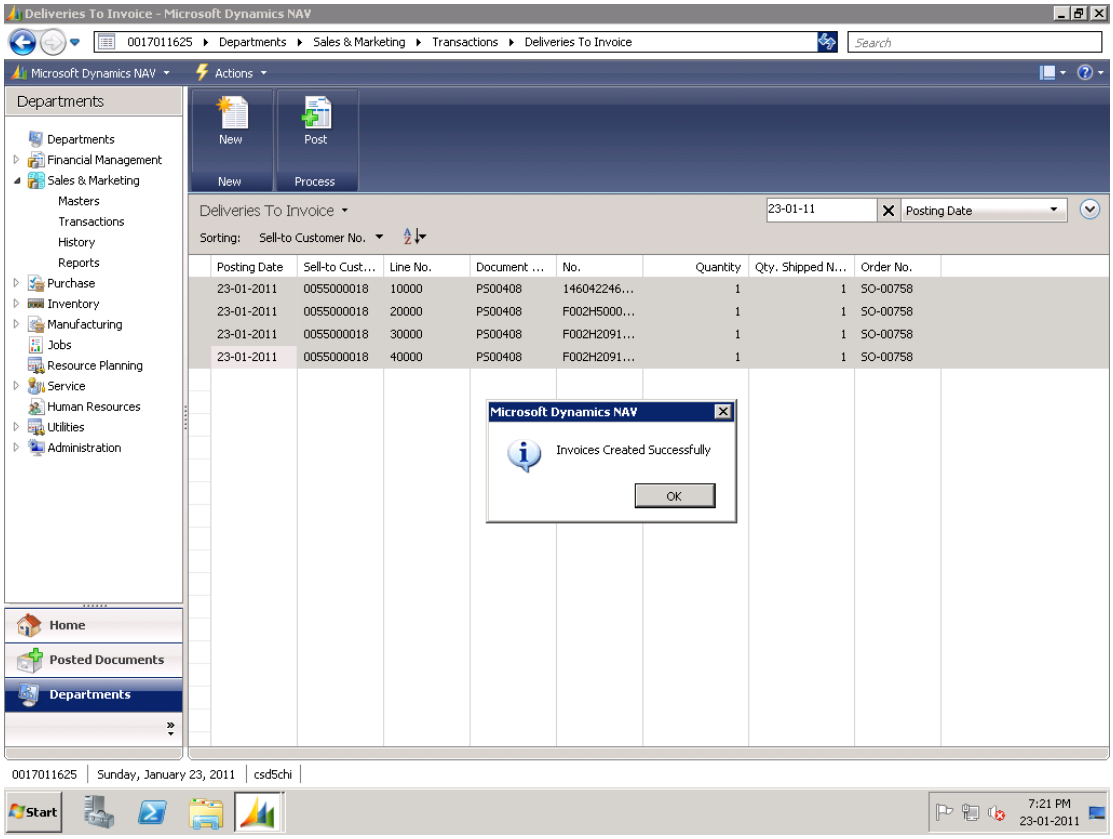
STEP 3: Deliveries To Invoices

Select Deliveries To Invoices


Transactions - Microsoft Dynamics NAV
0017011625 ▸ Departments ▸ Sales & Marketing ▸ Transactions ▸
Search
Microsoft Dynamics NAV
Departments
Transactions
Departments
Financial Management
Sales & Marketing
Masters
Transactions
History
Reports
Purchase
Inventory
Manufacturing
Jobs
Resource Planning
Service
Human Resources
Utilities
Administration
Lists
Sales Quotes
Sales Orders
Sales Allocation
Deliveries To Invoice
Sales Return Orders
Sales Credit Memos
Administration
Setup
Item Charges
Payment Terms
Payment Methods
Customer Price Groups
Customer Disc. Groups
Standard Sales Codes
Item Discount Groups
Shipment Methods
Shipping Agents
Return Reasons
Report Selections Sales
Home
Posted Documents
Departments
0017011625
Monday, January 24, 2011
csd5chi
Start
6:48 PM
24-01-2011



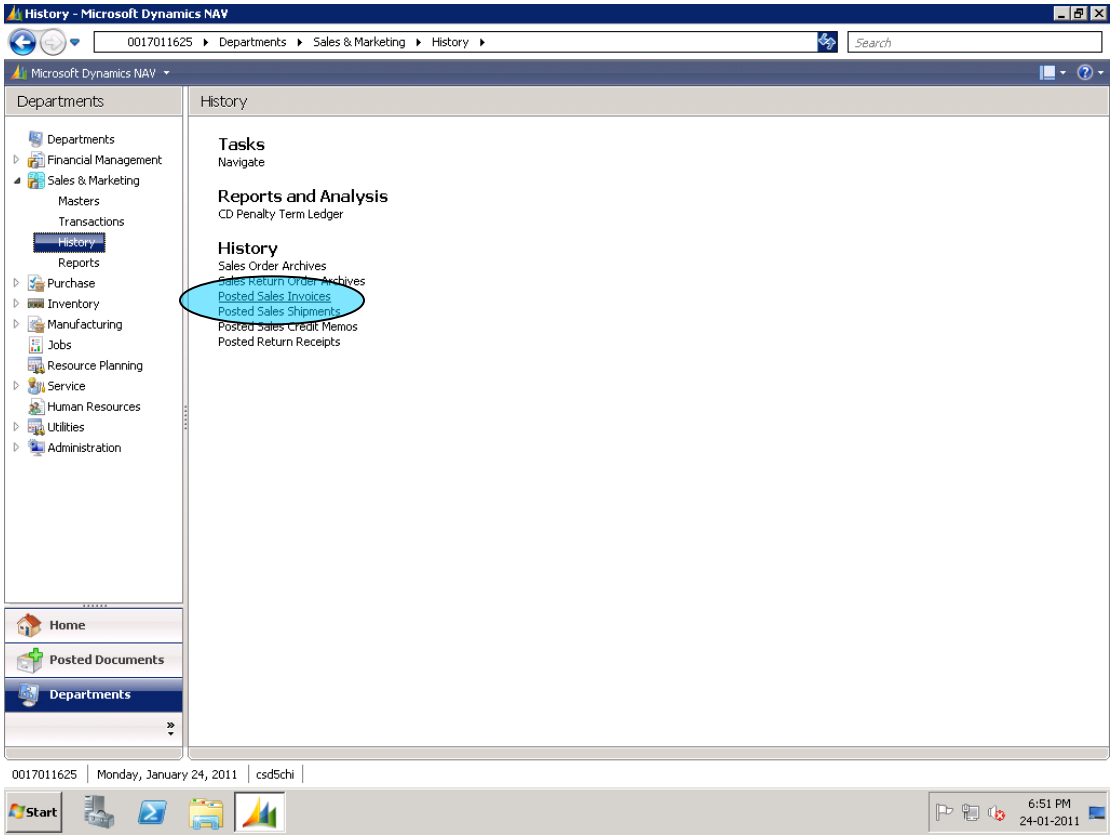
Select Deliveries & then click on the Post Button



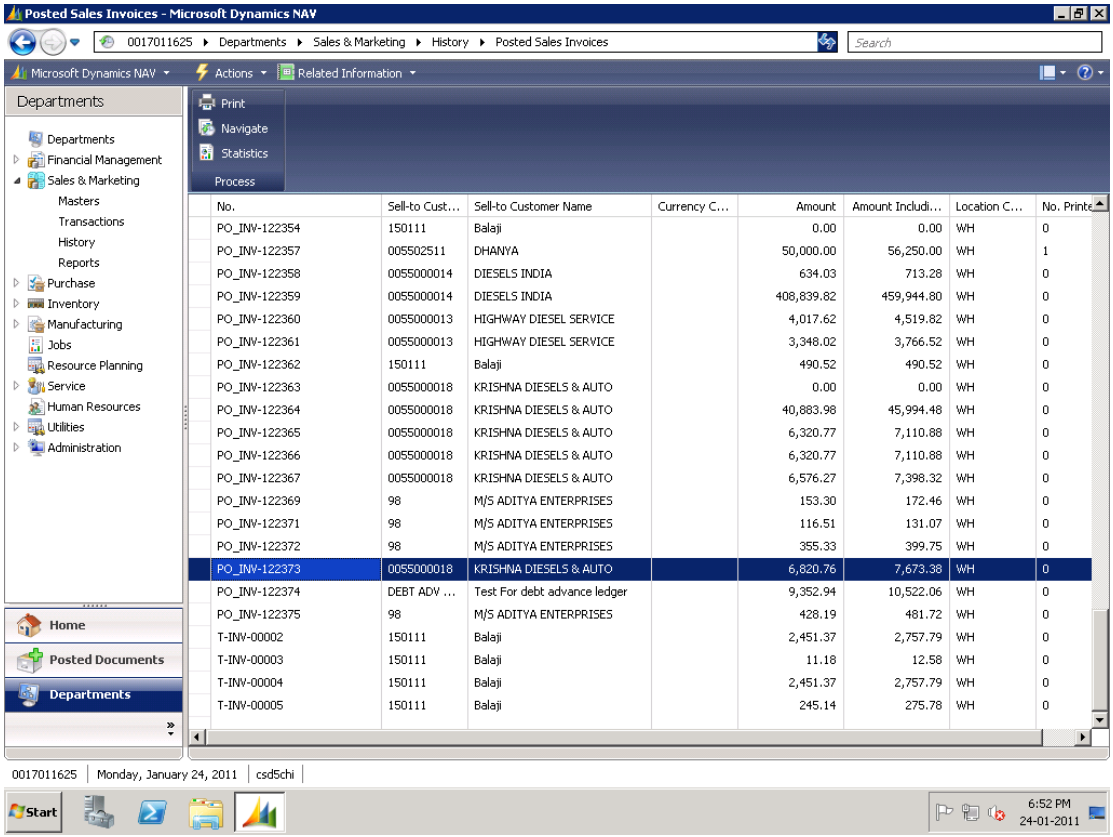
STEP 4: To View the Invoices

From the History Option

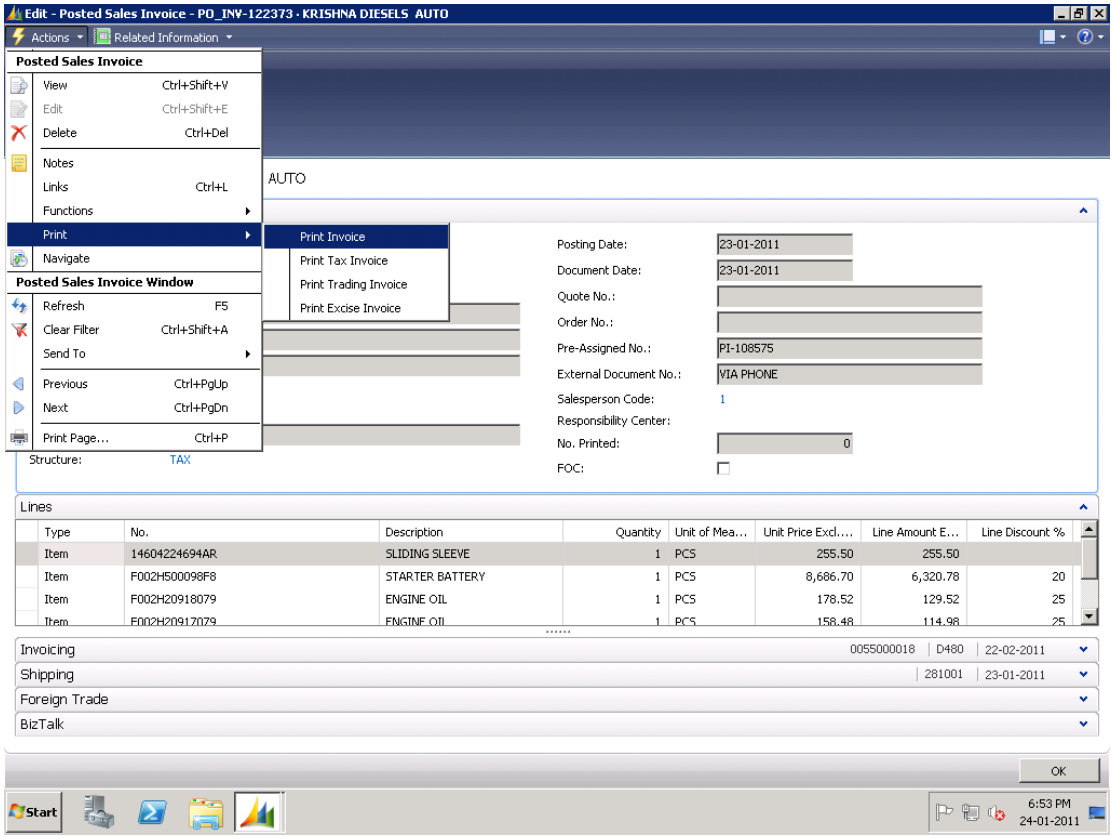
Select Posted Sales Invoices

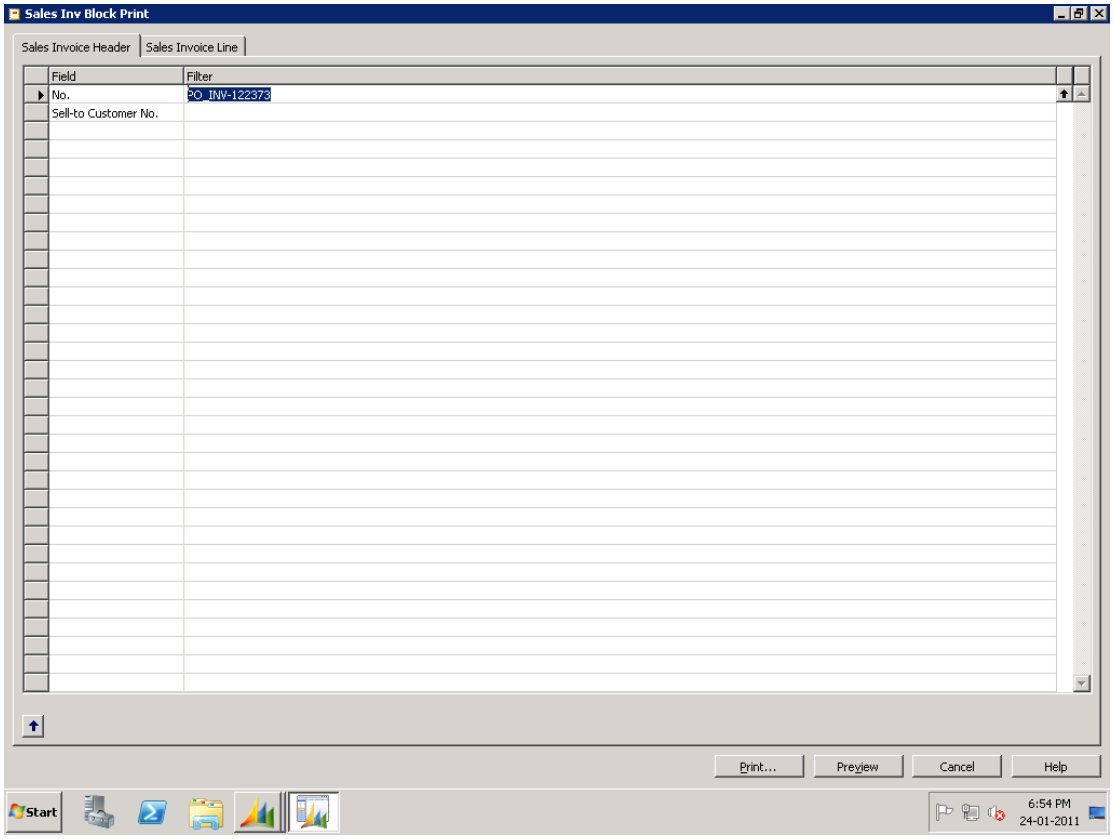


Select the Invoice no & double click on the Invoice

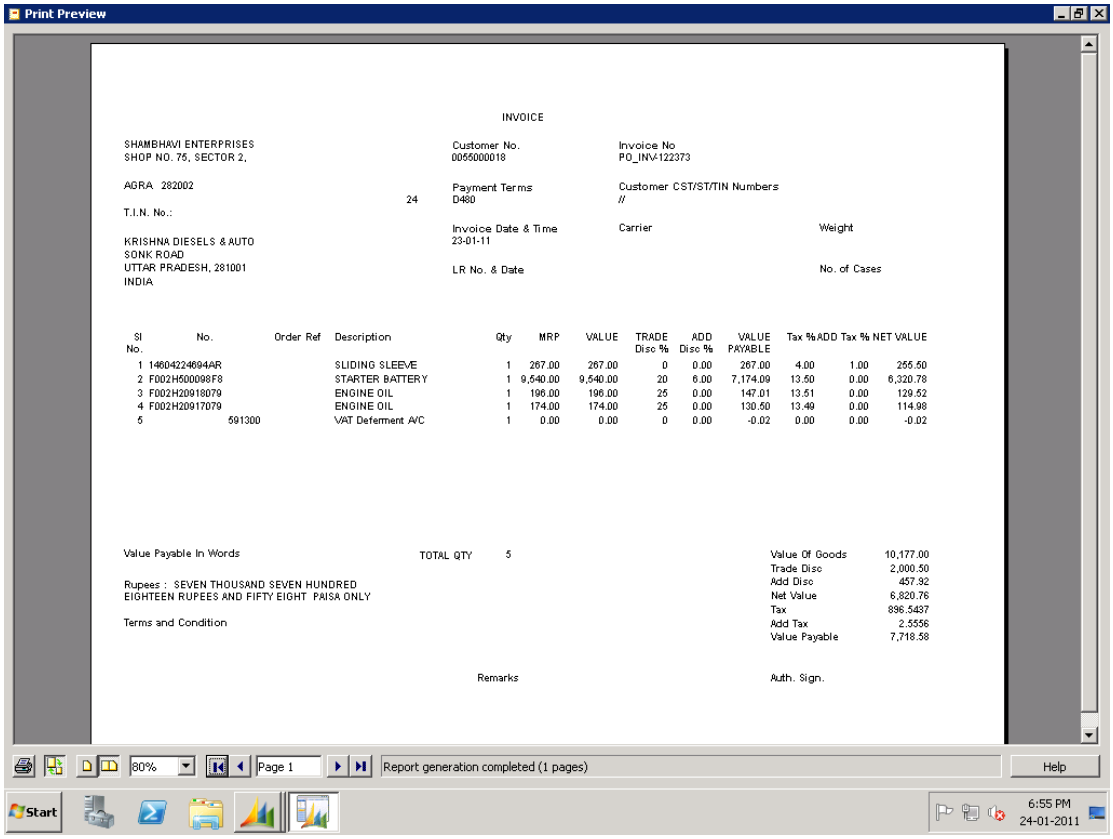

Posted Sales Invoices - Microsoft Dynamics NAV
0017011625 ▸ Departments ▸ Sales & Marketing ▸ History ▸ Posted Sales Invoices
Search
Microsoft Dynamics NAV
Actions
Related Information
Departments
Departments
Financial Management
Sales & Marketing
Masters
Transactions
History
Reports
Purchase
Inventory
Manufacturing
Jobs
Resource Planning
Service
Human Resources
Utilities
Administration
Print
Navigate
Statistics
Process
No. | Sell-to Cust... | Sell-to Customer Name | Currency C... | Amount | Amount Includi... | Location C... | No. Printe
PO_INV-122354 | 150111 | Balaji | | 0.00 | 0.00 | WH | 0
PO_INV-122357 | 005502511 | DHANYA | | 50,000.00 | 56,250.00 | WH | 1
PO_INV-122358 | 0055000014 | DIESELS INDIA | | 634.03 | 713.28 | WH | 0
PO_INV-122359 | 0055000014 | DIESELS INDIA | | 408,839.82 | 459,944.80 | WH | 0
PO_INV-122360 | 0055000013 | HIGHWAY DIESEL SERVICE | | 4,017.62 | 4,519.82 | WH | 0
PO_INV-122361 | 0055000013 | HIGHWAY DIESEL SERVICE | | 3,348.02 | 3,766.52 | WH | 0
PO_INV-122362 | 150111 | Balaji | | 490.52 | 490.52 | WH | 0
PO_INV-122363 | 0055000018 | KRISHNA DIESELS & AUTO | | 0.00 | 0.00 | WH | 0
PO_INV-122364 | 0055000018 | KRISHNA DIESELS & AUTO | | 40,883.98 | 45,994.48 | WH | 0
PO_INV-122365 | 0055000018 | KRISHNA DIESELS & AUTO | | 6,320.77 | 7,110.88 | WH | 0
PO_INV-122366 | 0055000018 | KRISHNA DIESELS & AUTO | | 6,320.77 | 7,110.88 | WH | 0
PO_INV-122367 | 0055000018 | KRISHNA DIESELS & AUTO | | 6,576.27 | 7,398.32 | WH | 0
PO_INV-122369 | 98 | M/S ADITYA ENTERPRISES | | 153.30 | 172.46 | WH | 0
PO_INV-122371 | 98 | M/S ADITYA ENTERPRISES | | 116.51 | 131.07 | WH | 0
PO_INV-122372 | 98 | M/S ADITYA ENTERPRISES | | 355.33 | 399.75 | WH | 0
PO_INV-122373 | 0055000018 | KRISHNA DIESELS & AUTO | | 6,820.76 | 7,673.38 | WH | 0
PO_INV-122374 | DEBT ADV ... | Test For debt advance ledger | | 9,352.94 | 10,522.06 | WH | 0
PO_INV-122375 | 98 | M/S ADITYA ENTERPRISES | | 428.19 | 481.72 | WH | 0
T-INV-00002 | 150111 | Balaji | | 2,451.37 | 2,757.79 | WH | 0
T-INV-00003 | 150111 | Balaji | | 11.18 | 12.58 | WH | 0
T-INV-00004 | 150111 | Balaji | | 2,451.37 | 2,757.79 | WH | 0
T-INV-00005 | 150111 | Balaji | | 245.14 | 275.78 | WH | 0
Home
Posted Documents
Departments
0017011625 | Monday, January 24, 2011 | csd5chi
Start
6:52 PM
24-01-2011

From the Actions Menu > Select Print > Print Invoice


Edit - Posted Sales Invoice - PO_INV-122373 · KRISHNA DIESELS AUTO
Actions
Related Information
Posted Sales Invoice
View Ctrl+Shift+V
Edit Ctrl+Shift+E
Delete Ctrl+Del
Notes
Links Ctrl+L
Functions
Print
Navigate
Posted Sales Invoice Window
Refresh F5
Clear Filter Ctrl+Shift+A
Send To
Previous Ctrl+PgUp
Next Ctrl+PgDn
Print Page... Ctrl+P
Print Invoice
Print Tax Invoice
Print Trading Invoice
Print Excise Invoice
AUTO
Posting Date: 23-01-2011
Document Date: 23-01-2011
Quote No.:
Order No.:
Pre-Assigned No.: PI-108575
External Document No.: VIA PHONE
Salesperson Code: 1
Responsibility Center:
No. Printed: 0
FOC:
Structure: TAX
Lines
Type No. Description Quantity Unit of Mea... Unit Price Excl.... Line Amount E... Line Discount %
Item 14604224694AR SLIDING SLEEVE 1 PCS 255.50 255.50
Item F002H500098F8 STARTER BATTERY 1 PCS 8,686.70 6,320.78 20
Item F002H20918079 ENGINE OIL 1 PCS 178.52 129.52 25
Item F002H20917079 ENGINE OIL 1 PCS 158.48 114.98 25
Invoicing 0055000018 D480 22-02-2011
Shipping 281001 23-01-2011
Foreign Trade
BizTalk
OK
Start
6:53 PM
24-01-2011



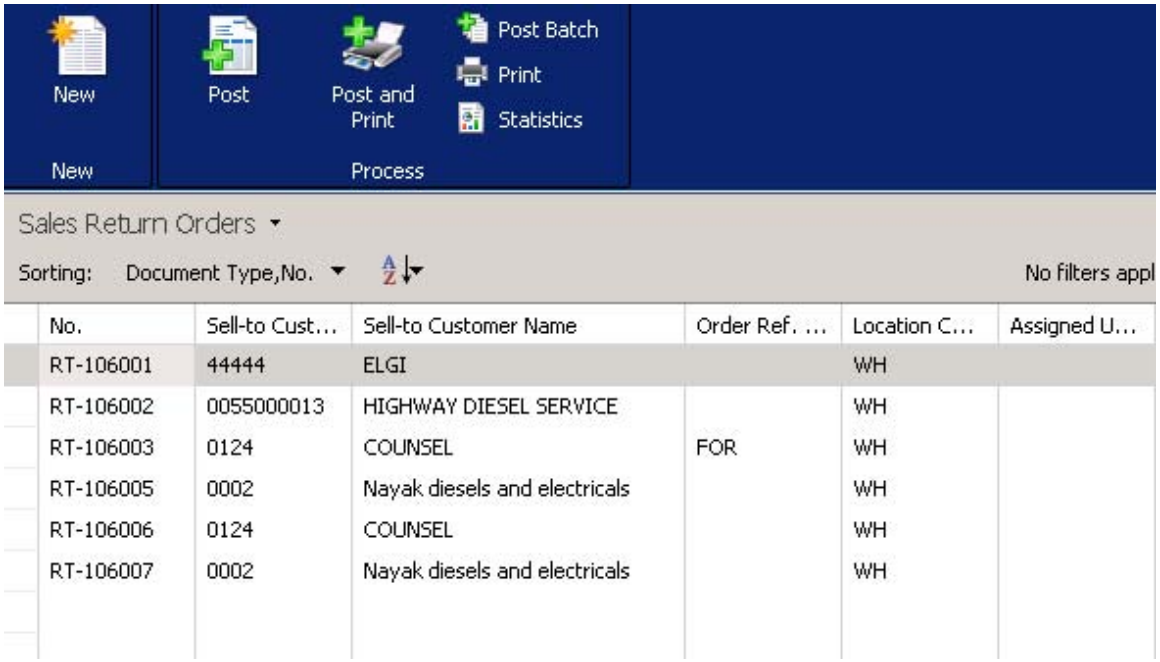
To Preview the Invoice click on Preview,


Print Preview
INVOICE
SHAMBHAVI ENTERPRISES
SHOP NO. 75, SECTOR 2,
AGRA 282002
T.I.N. No.:
KRISHNA DIESELS & AUTO
SONK ROAD
UTTAR PRADESH, 281001
INDIA
Customer No.
0055000018
Invoice No
PO_INV-122373
Payment Terms
D480
Customer CST/ST/TIN Numbers
//
Invoice Date & Time
23-01-11
Carrier
Weight
LR No. & Date
No. of Cases
Sl No. | No. | Order Ref | Description | Qty | MRP | VALUE | TRADE Disc % | ADD Disc % | VALUE PAYABLE | Tax % | ADD Tax % | NET VALUE
1 | 14604224694AR | | SLIDING SLEEVE | 1 | 267.00 | 267.00 | 0 | 0.00 | 267.00 | 4.00 | 1.00 | 255.50
2 | F002H500098F8 | | STARTER BATTERY | 1 | 9,540.00 | 9,540.00 | 20 | 6.00 | 7,174.09 | 13.50 | 0.00 | 6,320.78
3 | F002H20918079 | | ENGINE OIL | 1 | 196.00 | 196.00 | 25 | 0.00 | 147.01 | 13.51 | 0.00 | 129.52
4 | F002H20917079 | | ENGINE OIL | 1 | 174.00 | 174.00 | 25 | 0.00 | 130.50 | 13.49 | 0.00 | 114.98
5 | 591300 | | VAT Deferment A/C | 1 | 0.00 | 0.00 | 0 | 0.00 | -0.02 | 0.00 | 0.00 | -0.02
Value Payable In Words
Rupees : SEVEN THOUSAND SEVEN HUNDRED EIGHTEEN RUPEES AND FIFTY EIGHT PAISA ONLY
Terms and Condition
TOTAL QTY 5
Value Of Goods 10,177.00
Trade Disc 2,000.50
Add Disc 457.92
Net Value 6,820.76
Tax 896.5437
Add Tax 2.5556
Value Payable 7,718.58
Remarks
Auth. Sign.
80%
Page 1
Report generation completed (1 pages)
Help
Start
6:55 PM
24-01-2011

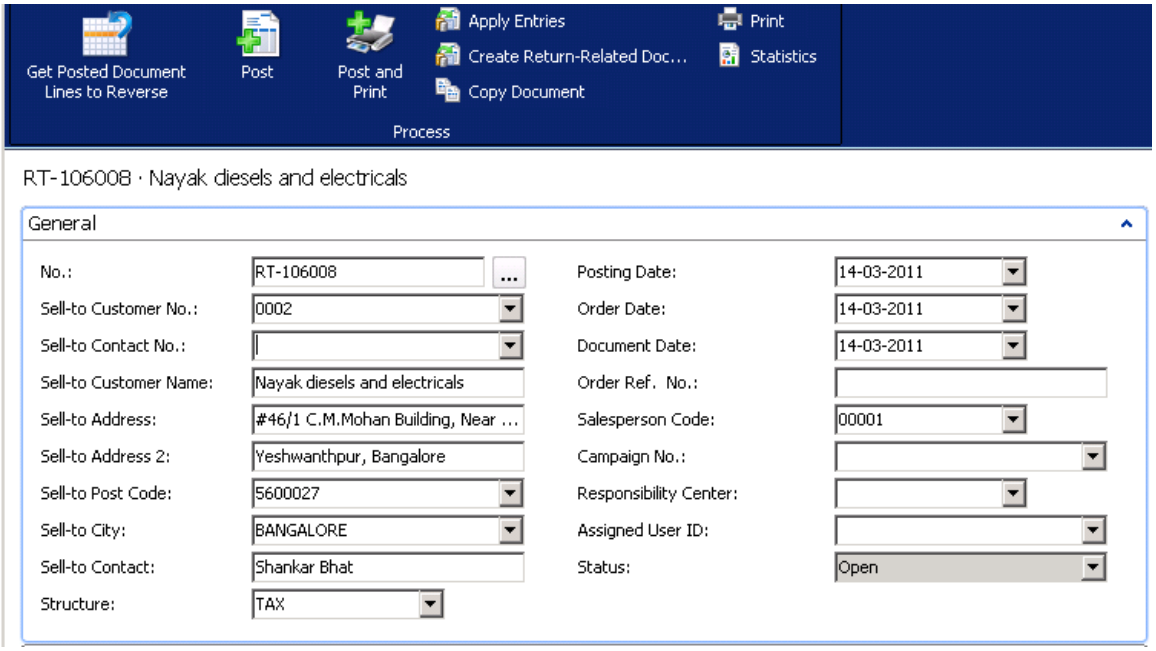
To Print to the default printer, click on Print

Sales Return Order Process:

Nav Path: Sales & Marketing – Transactions – Sales Return Orders
Click control New to create new Sales Return order

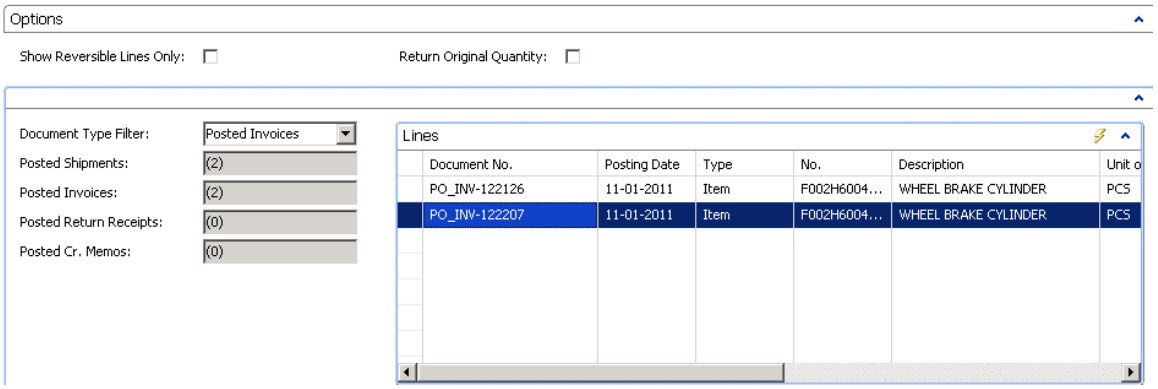

New
Post
Post and Print
Post Batch
Print
Statistics
New
Process
Sales Return Orders
Sorting: Document Type,No.
No filters appl
No. | Sell-to Cust... | Sell-to Customer Name | Order Ref. ... | Location C... | Assigned U...
RT-106001 | 44444 | ELGI | | WH |
RT-106002 | 0055000013 | HIGHWAY DIESEL SERVICE | | WH |
RT-106003 | 0124 | COUNSEL | FOR | WH |
RT-106005 | 0002 | Nayak diesels and electricals | | WH |
RT-106006 | 0124 | COUNSEL | | WH |
RT-106007 | 0002 | Nayak diesels and electricals | | WH

Header Details of Sales Return Order



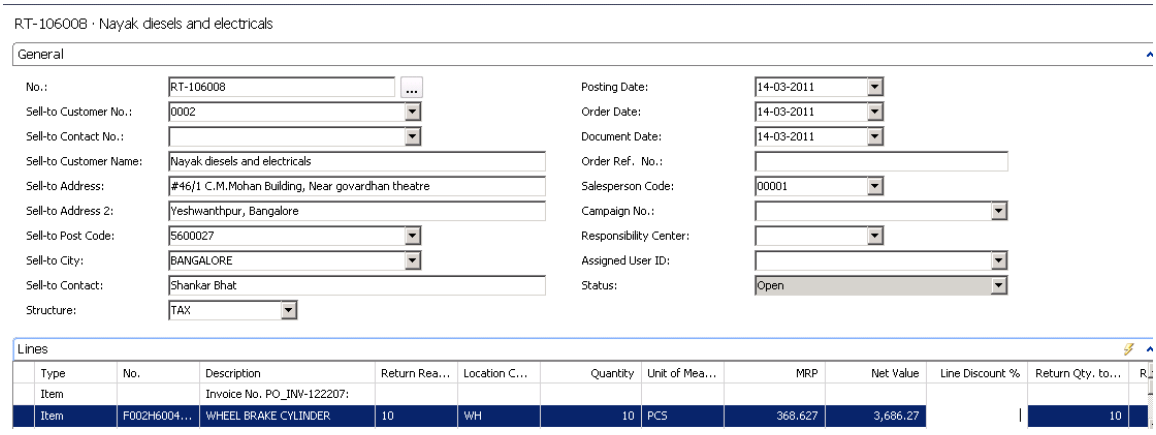
- In No Field Press enter button; System will create new number for Sales return.
- In sell to customer number field select the customer by clicking drop down button.

Get Posted document lines to Reverse: Click on Get posted document lines to reverse, A new screen of posted sales document lines screen is displayed.



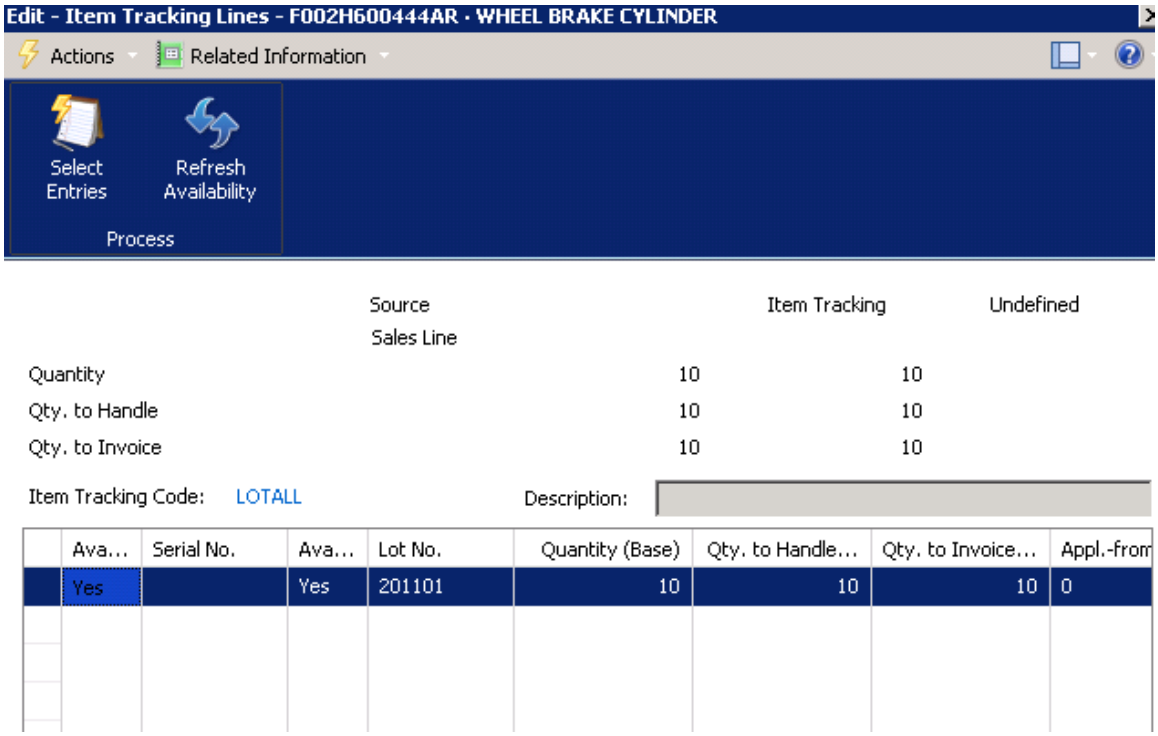
- Select from the lines list, Document No & click OK button.
- All lines will be captured in the sales return order lines detail screen.

Sales return Line Details:

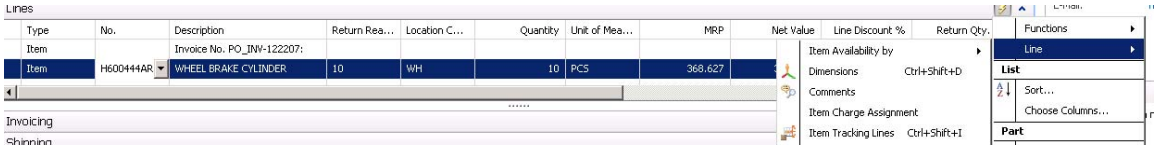


- Check all details in the sales return orders lines (MRP, TD%, AD% & Quantity etc)
- Quantity is picked exactly from the posted document lines.
- If user wants to change the quantity at the time of returning, (For Example document lines quantity is 10 Nos and User wants to return only five Nos).
- Go to Return Quantity to receive field in the sales return order lines and change quantity to five.

Item Tracking Lines Details: As per default Document lines

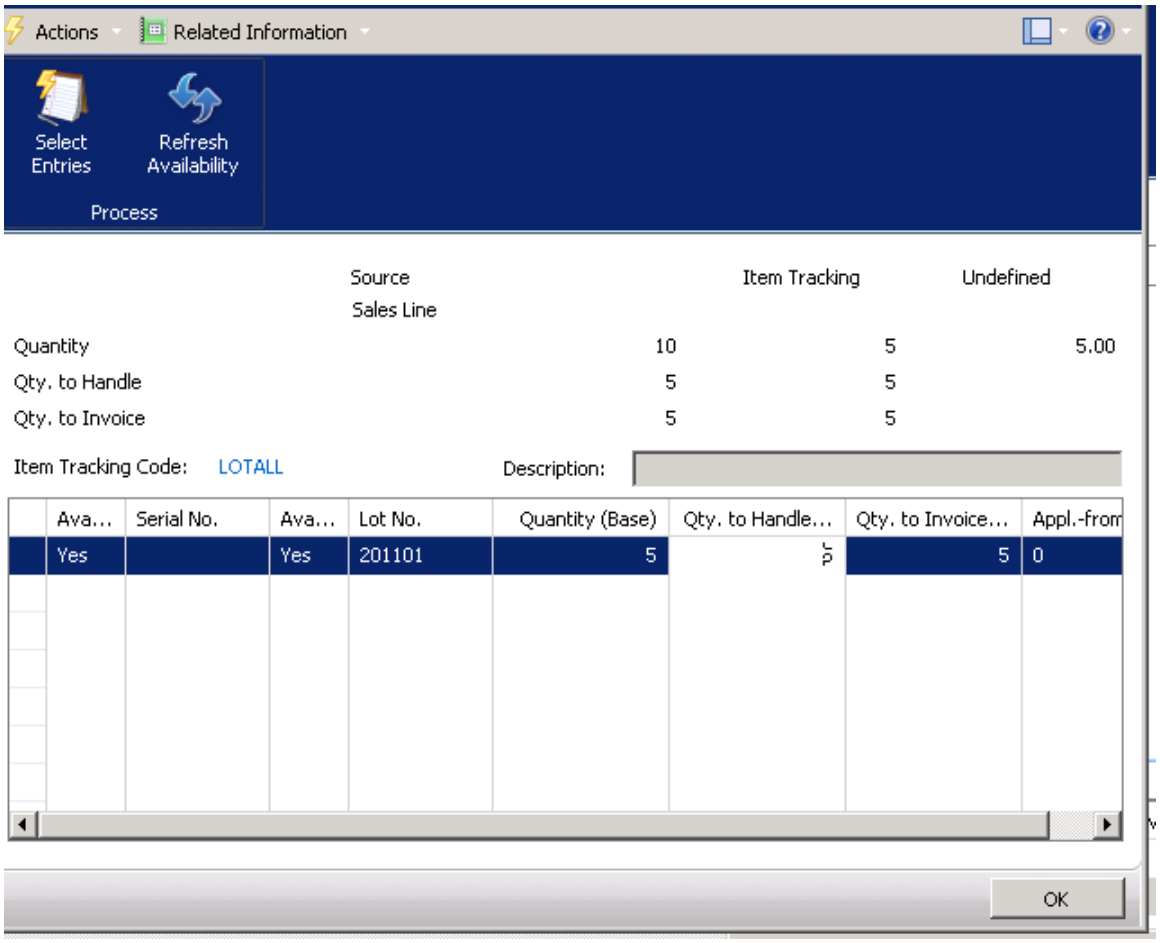


- From sales return order line details, Click on lines and select item tracking lines,

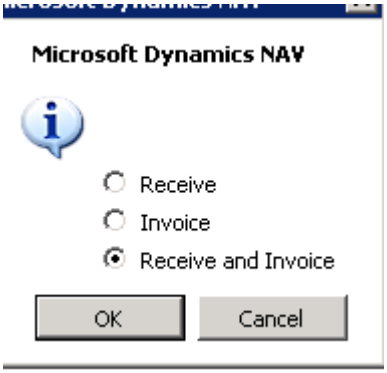


- A new screen of item tracking lines is displayed.

Item Tracking Lines Details: If quantity is changed in Return quantity to Receive field.



- From quantity base field change the quantity to return as entered in Return quantity to receive field (For Ex 5 nos).
- Click OK button.
- Come back to sales Return order lines.
- Enter the return reason code by clicking drop down button.
- Enter the order Reference No in the header of the sales return.
- Click on posting button & select receive & invoice & click OK button



- Once posted check the inventory & financial transactions.

Financial Management

In Finance we have below topics.

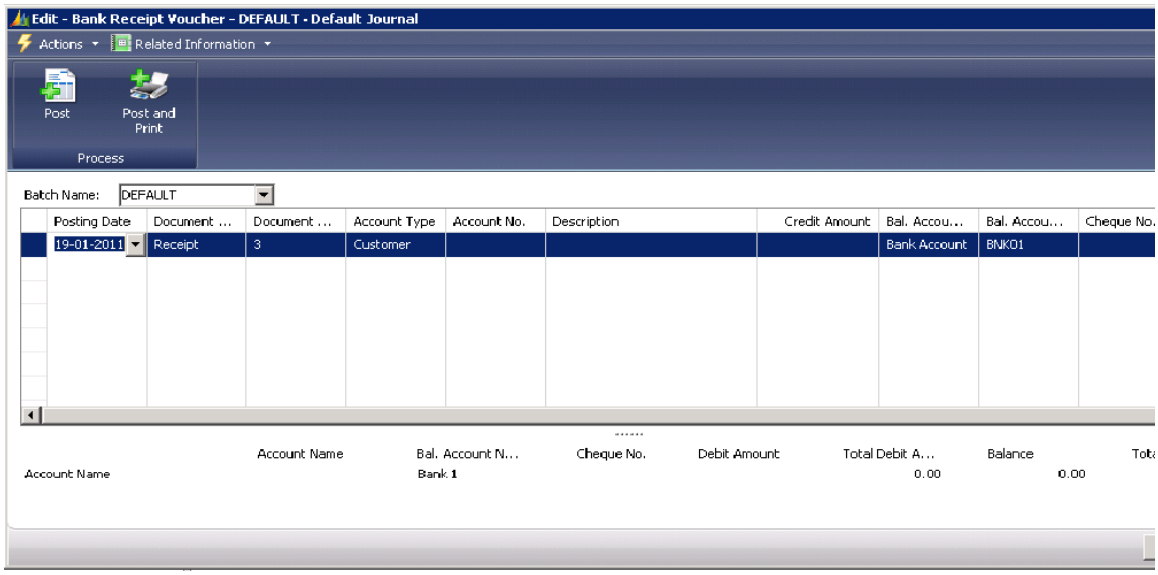
1. Customer Receivable
2. Vendor Payable
3. Bank / Cash transactions
4. Debit / Credit note
5. Journal Voucher
6. CD / Penalty
7. Fixed Asset

1. Customer Receivable:-

The customer can receive Receipt by Cheque / Demand Draft or Cash. For all Bank Receipts, details like check/DD number, check/DD date etc. are captured.

Path: Departments/Financialmanagement/Receivables/Transactions/BankReceiptVoucher

Screen layout will be like below,



Posting date is When are making the entry.

Document Type should be Receipt.

Account Type will be customer always when you are making the Receipt.

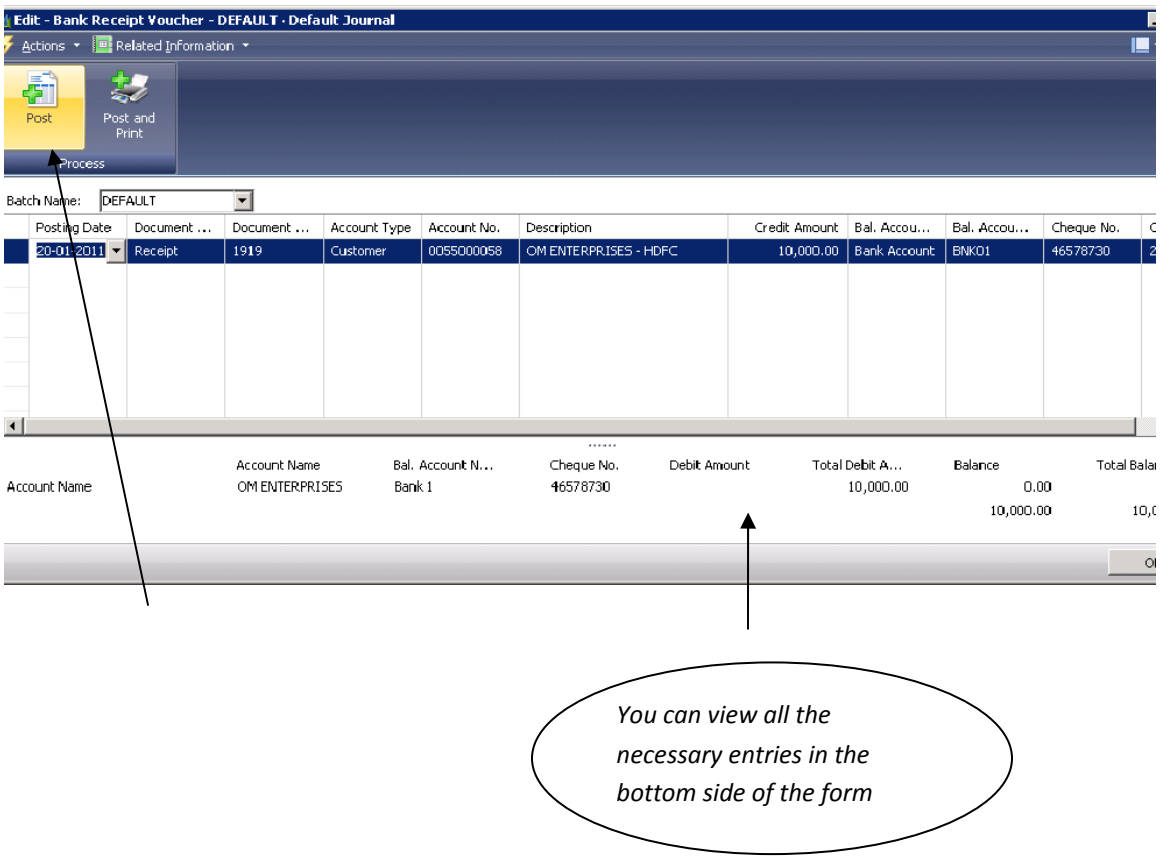
Description can be use to enter the customer Bank entries.

Credit Amount is the amount you are receiving from your customers.

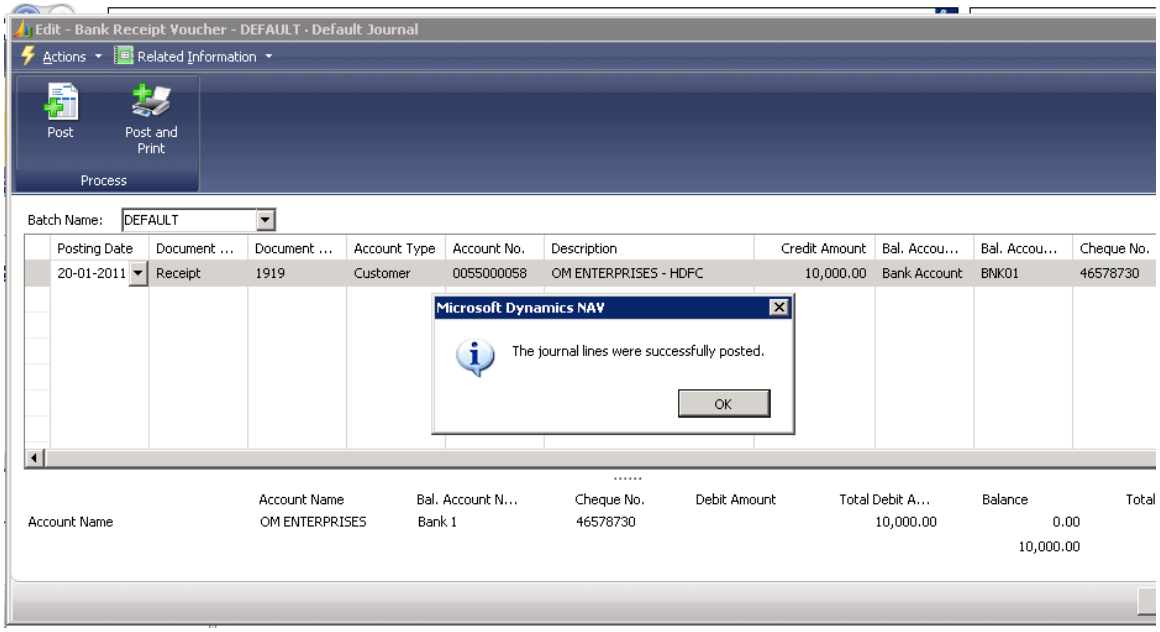
Bank Account will be your transaction bank code.

Cheque Number and **Cheque Date** can be understandable.

Ex: - (Please find the example entry in the below screen shot)



After verifying all the entries you can POST the entry. After posting the entry you will get the confirmation pop-up. (Please refer the below screen shot)



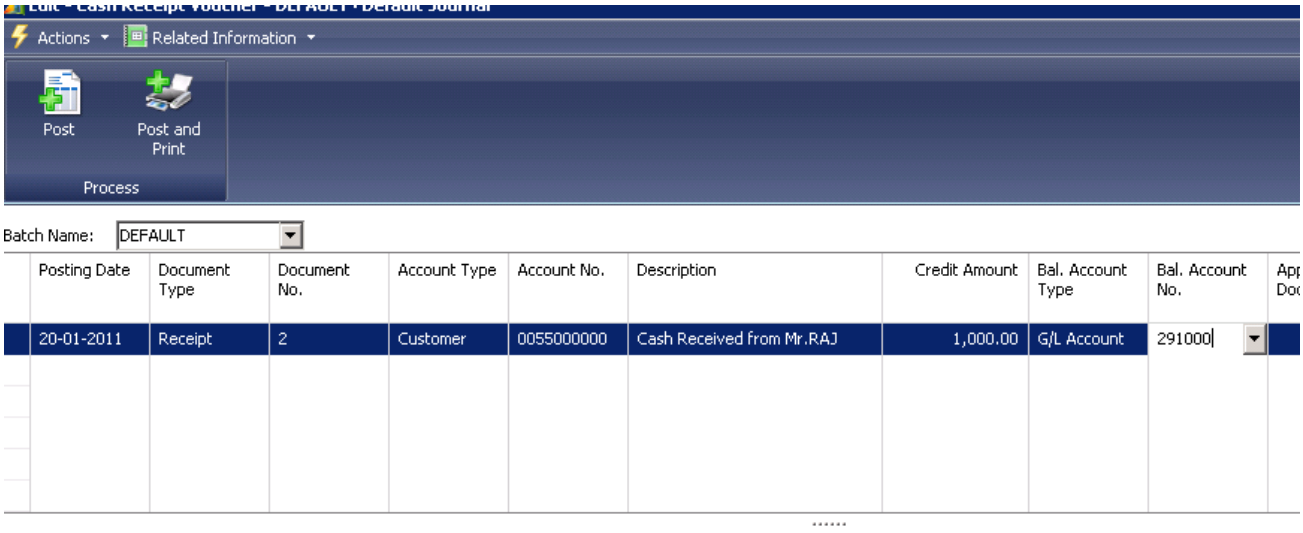
1A. Cash Payment from Customers

Path: Departments/Financialmanagement/Receivables/Transactions/CashReceiptVoucher

You use Cash Receipt Voucher to enter all cash receipts. You need to enter basic information such as posting date and amount to post the Cash Receipt Voucher.

The program will allow posting of the Cash Receipt Voucher if debit amount is related to that G/L account which is mapped either with Location or with Company Information master.
The program will not allow posting of the voucher if you have selected Cash Account as credit side.

Refer the below screen shot.



Posting Date should be the entry date.

Document Type should be Receipt always (Means receiving the cash from the customers)

Document Number you can enter the manual reference number but when the document get posted in the backend system will automatically generate the serial number.

Account Type will always be customer when you are receiving the bank /Cash payment from the customers.

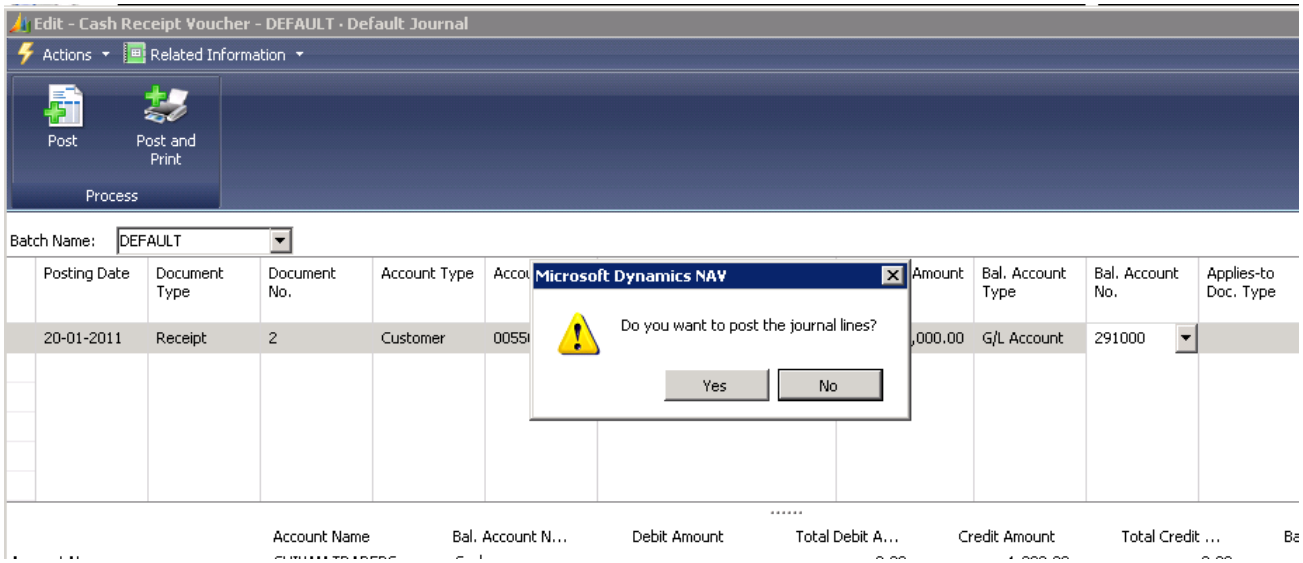
Account No should be the respective customer code from whom you are receiving the payment.

Description by default customer name will appear; you can change or remove and enter your remarks.

Credit Amount should be the amount how much you are receiving from the customer.

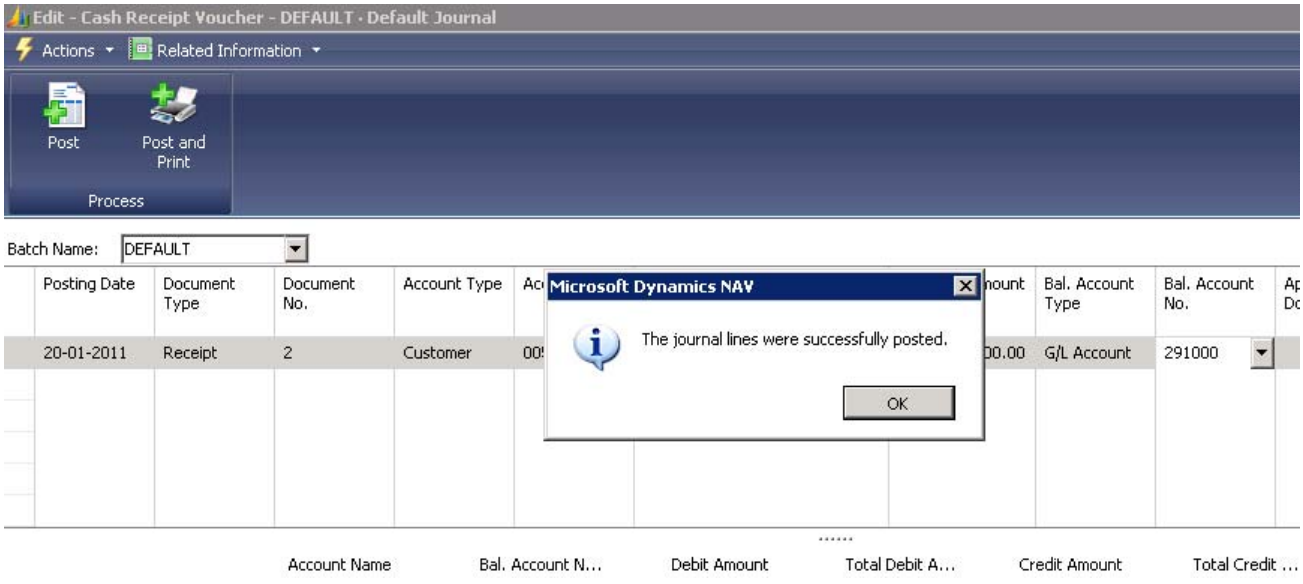
Bal. Account No should be the cash account (GL account number of Cash).

Once you verify all the entries are correct then click on **POST** on the top of the window. You will get the confirmation like below screen shot.



You can click on Yes then the entry will get posted respective customer account and the GL register.

Refer the below screen shot.



You can use the below procedure to do the manual adjustment of invoices (Bank receipt voucher) also for the cash receipt voucher posting also. Both postings (Bank / Cash) will happen w.r.t the customer account and the GL register.

1B. Manual Adjustment of Invoices

In **InDIS** we have separate page to adjust the invoices against the customer payments. But In **E-Focus** we can adjust the invoices in the same window where we are entering the customer payments.

To Apply Posted Customer Ledger Entries in the Customer Master itself

1. Open the customer card for the customer with entries you want to apply.
2. Click Related Information, Customer, Ledger Entries. Select the line with the entry that will be the applying entry.
3. Click Actions, Functions, Apply Entries. In the Apply Customer Entries window, you can see the open entries for the customer.
4. Select the lines with the entries that you want the applying entry to be applied to, and then click Related Information, Application, and Set Applies-to ID. The program enters three asterisks (***) - or if you work in a multi-user system, your user ID - in the Applies-to ID field.
5. For each line in the Amount to Apply field, enter the amount you want to apply to the individual entry. If you do not enter an amount, the program automatically applies the maximum amount. You can see the specific amount in the Applied Amount field at the bottom of the Apply Customer Entries window.
6. Click Related Information, Application, Post Application. The Post Application window appears with the document number of the applying entry and the posting date of the entry with the most recent posting date.
7. Click OK to post the application

To Apply the Receipt Amount when you are receiving the Payment from the Customers then follow the below method

Go to the below mentioned path

Departments/Financial Management/Receivables/Transactions/Bank Receipt Voucher

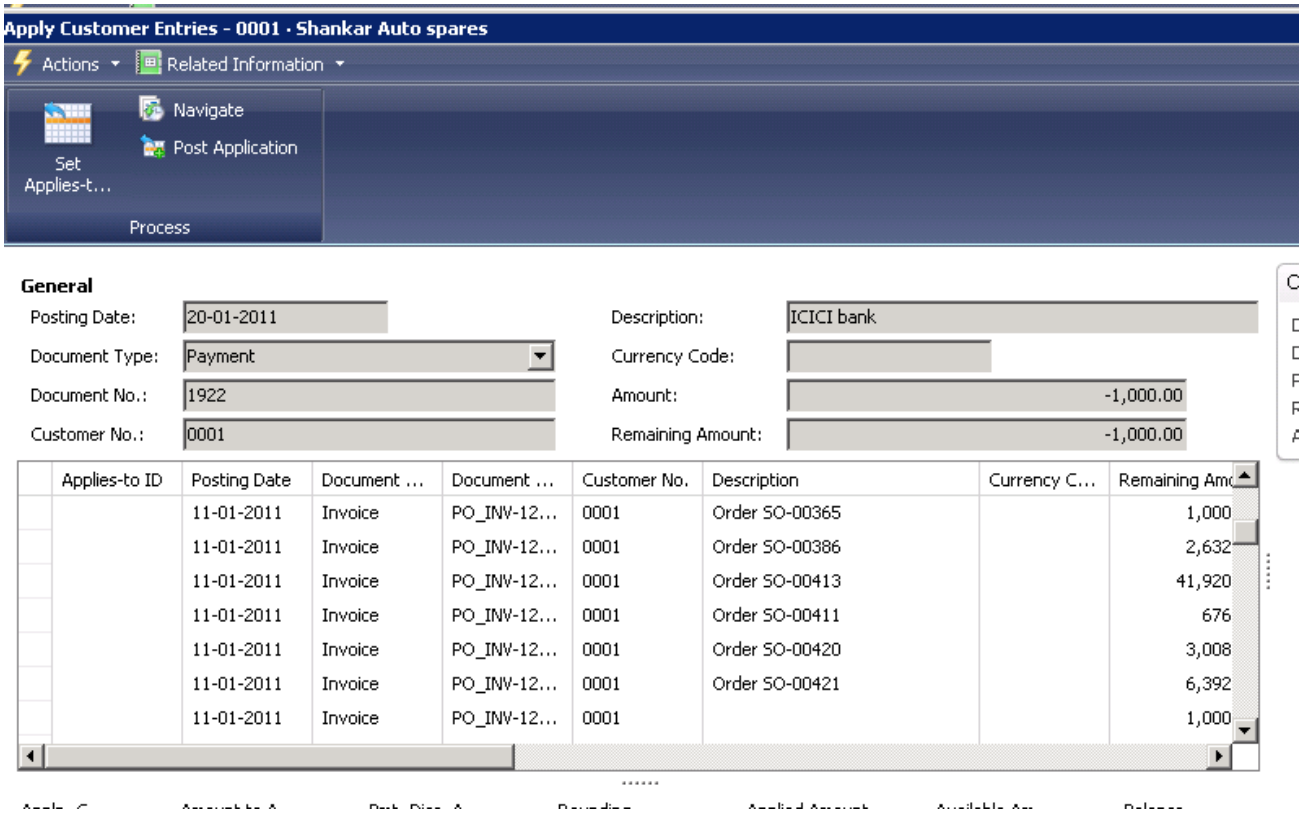
You will be in the Receipt entry window. Make an entry in all the fields like below screen shot.

Edit - Bank Receipt Voucher - DEFAULT · Default Journal
Actions
Related Information
Post
Post and Print
Process
Batch Name: DEFAULT
Posting Date | Document ... | Document ... | Account Type | Account No. | Description | Credit Amount | Bal. Accou... | Bal. Accou... | Cheque No.
20-01-2011 | Receipt | 1922 | Customer | 0001 | ICICI bank | 1,000.00 | Bank Account | BNK01 | 3456789
Account Name | Account Name | Bal. Account N... | Cheque No. | Debit Amount | Total Debit A... | Balance | Total E
Account Name | Shankar Auto s... | Bank 1 | 0.00 | 0.00
1,000.00

You can enter the customer bank name in the description column (see the above screen shot).

After the receipt amount entered, Click on the actions – Functions – Apply Entries (ref the below screen shot)

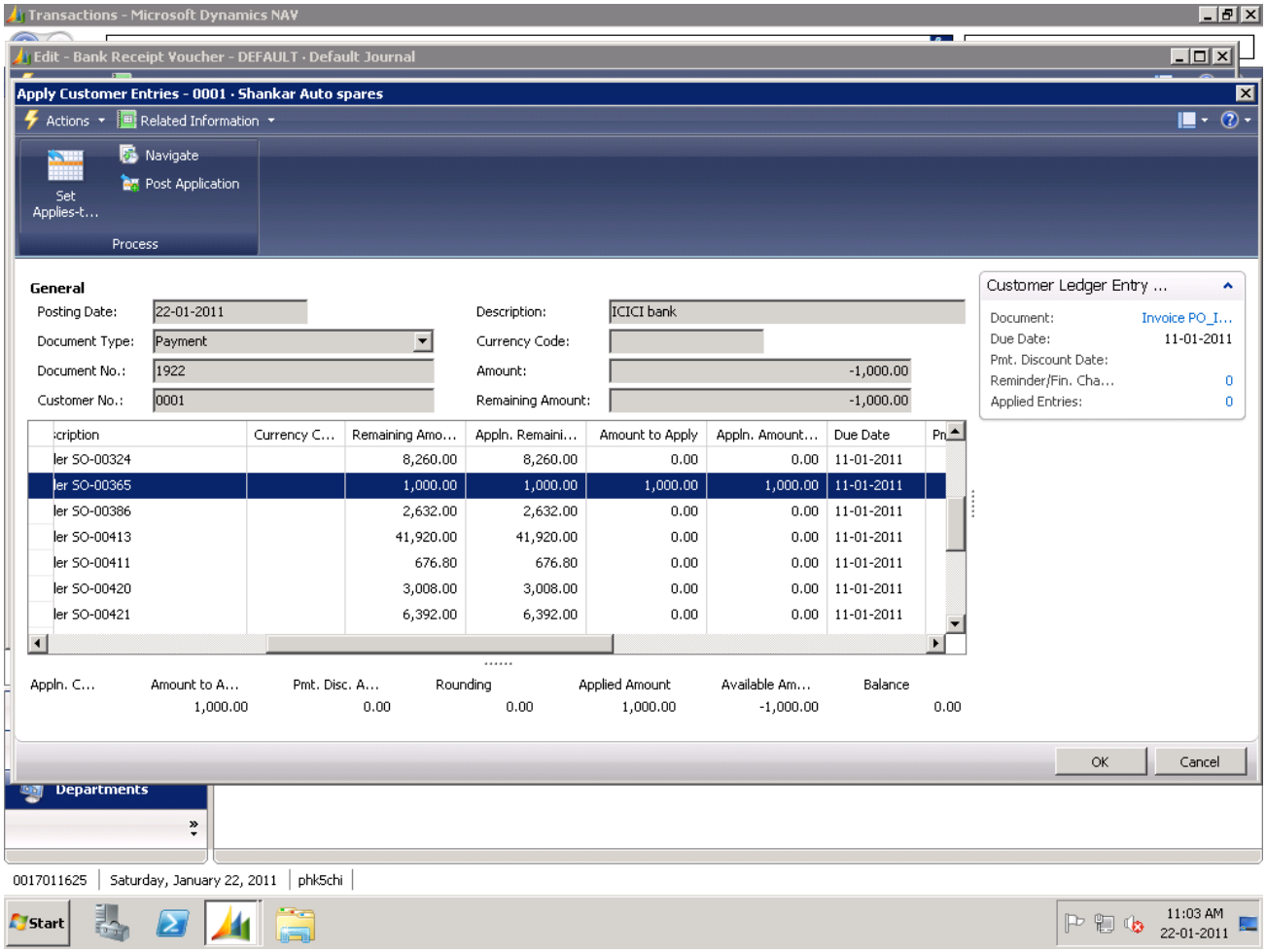
After clicking the Apply entries window you can view all the invoices which pertaining to the particular customer (refer the below screen shot)


Apply Customer Entries - 0001 · Shankar Auto spares
Actions
Related Information
Navigate
Post Application
Set Applies-t...
Process
General
Posting Date: 20-01-2011
Description: ICICI bank
Document Type: Payment
Currency Code:
Document No.: 1922
Amount: -1,000.00
Customer No.: 0001
Remaining Amount: -1,000.00
Applies-to ID | Posting Date | Document ... | Document ... | Customer No. | Description | Currency C... | Remaining Amo
11-01-2011 | Invoice | PO_INV-12... | 0001 | Order SO-00365 | 1,000
11-01-2011 | Invoice | PO_INV-12... | 0001 | Order SO-00386 | 2,632
11-01-2011 | Invoice | PO_INV-12... | 0001 | Order SO-00413 | 41,920
11-01-2011 | Invoice | PO_INV-12... | 0001 | Order SO-00411 | 676
11-01-2011 | Invoice | PO_INV-12... | 0001 | Order SO-00420 | 3,008
11-01-2011 | Invoice | PO_INV-12... | 0001 | Order SO-00421 | 6,392
11-01-2011 | Invoice | PO_INV-12... | 0001 | | 1,000

The customer payment you want to adjust against which invoice you can select the invoice here and click on “set Applies to-ID” in the top of the window.

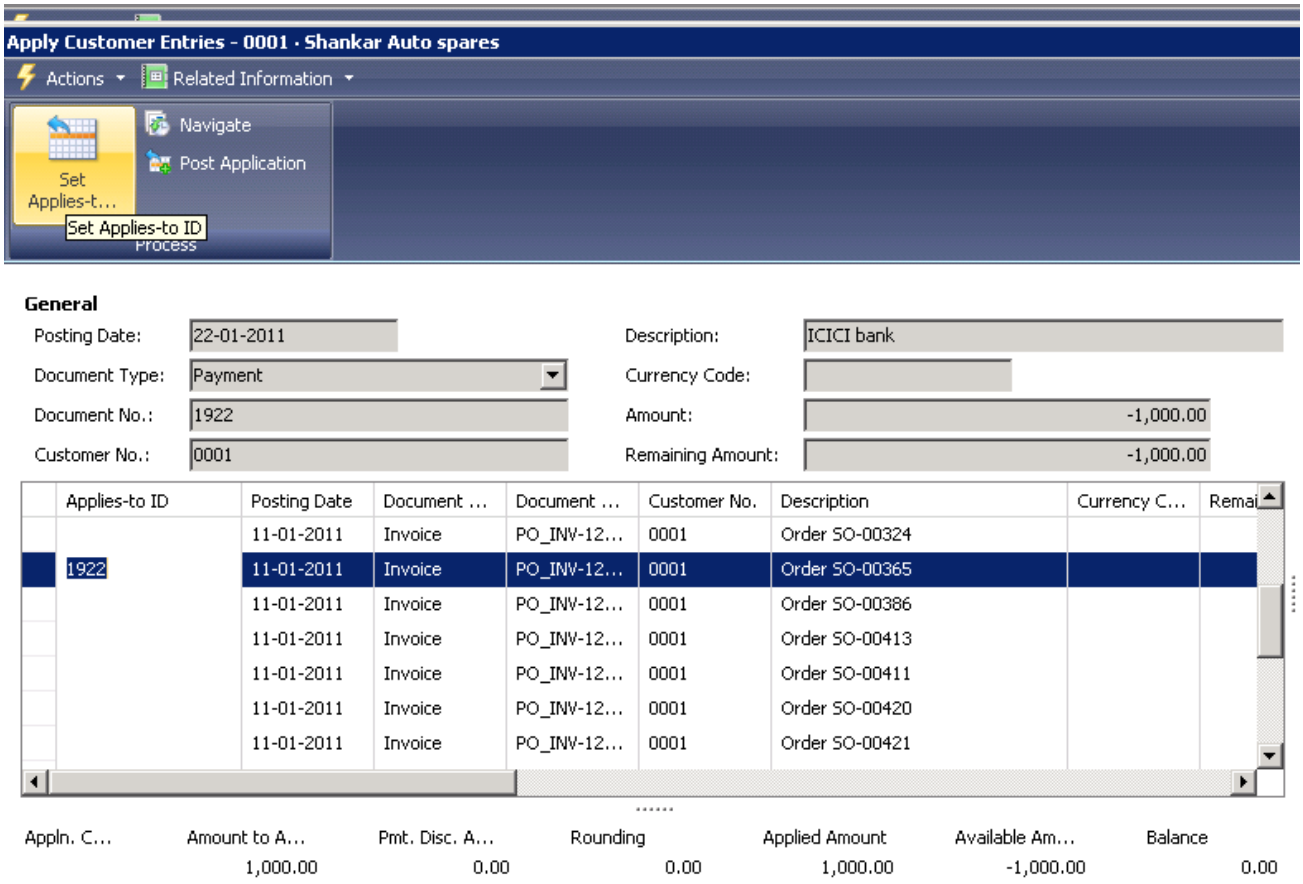
<u>Note:</u> When you enter the customer payment in the first window system will automatically applying the entry against the invoice and give the applied id in the Applies-to ID column. You need to remove the ID and adjust the payment with the invoice which you want to adjust.

Enter the Receipt amount in the amount to apply column (ref the below screen shot)

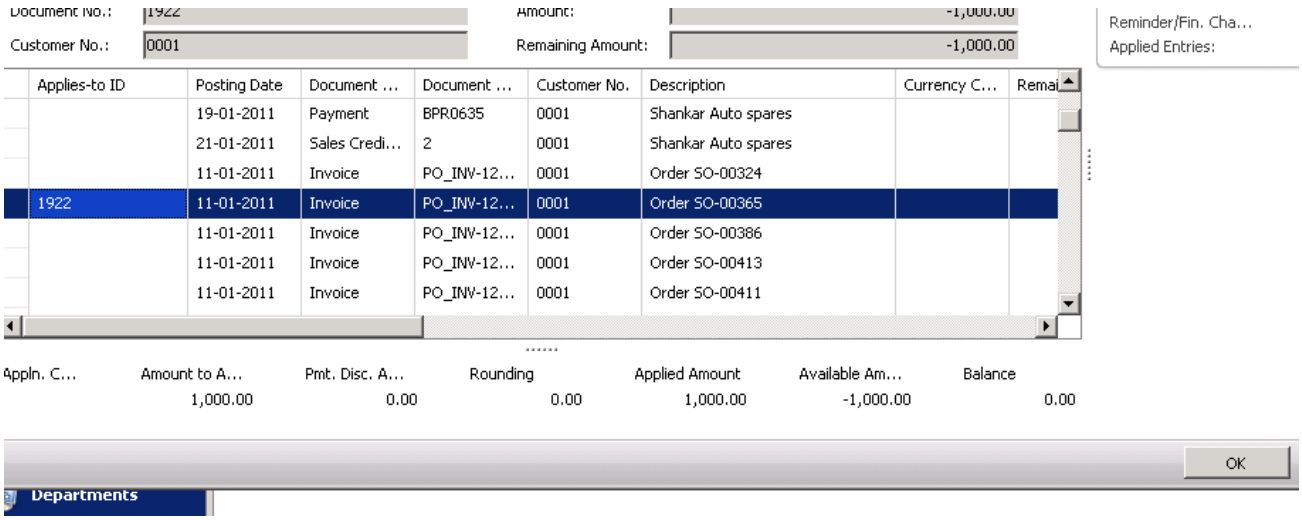

Transactions - Microsoft Dynamics NAV
Edit - Bank Receipt Voucher - DEFAULT - Default Journal
Apply Customer Entries - 0001 - Shankar Auto spares
Actions
Related Information
Navigate
Post Application
Set Applies-t...
Process
General
Posting Date: 22-01-2011
Document Type: Payment
Document No.: 1922
Customer No.: 0001
Description: ICICI bank
Currency Code:
Amount: -1,000.00
Remaining Amount: -1,000.00
Customer Ledger Entry ...
Document: Invoice PO_I...
Due Date: 11-01-2011
Pmt. Discount Date:
Reminder/Fin. Cha... 0
Applied Entries: 0
Currency C... Remaining Amo... Appln. Remaini... Amount to Apply Appln. Amount... Due Date
ler SO-00324 8,260.00 8,260.00 0.00 0.00 11-01-2011
ler SO-00365 1,000.00 1,000.00 1,000.00 1,000.00 11-01-2011
ler SO-00386 2,632.00 2,632.00 0.00 0.00 11-01-2011
ler SO-00413 41,920.00 41,920.00 0.00 0.00 11-01-2011
ler SO-00411 676.80 676.80 0.00 0.00 11-01-2011
ler SO-00420 3,008.00 3,008.00 0.00 0.00 11-01-2011
ler SO-00421 6,392.00 6,392.00 0.00 0.00 11-01-2011
Appln. C... Amount to A... Pmt. Disc. A... Rounding Applied Amount Available Am... Balance
1,000.00 0.00 0.00 1,000.00 -1,000.00 0.00
OK
Cancel
Departments
0017011625
Saturday, January 22, 2011
phk5chi
Start
11:03 AM
22-01-2011

Then click on set applies-to ID you will get the ID number in the respective line where you are adjusting.

Refer the below screen shot.


Apply Customer Entries - 0001 · Shankar Auto spares
Actions
Related Information
Navigate
Post Application
Set Applies-t...
Set Applies-to ID
Process
General
Posting Date: 22-01-2011
Document Type: Payment
Document No.: 1922
Customer No.: 0001
Description: ICICI bank
Currency Code:
Amount: -1,000.00
Remaining Amount: -1,000.00
Applies-to ID | Posting Date | Document ... | Document ... | Customer No. | Description | Currency C... | Remai
11-01-2011 | Invoice | PO_INV-12... | 0001 | Order SO-00324
1922 | 11-01-2011 | Invoice | PO_INV-12... | 0001 | Order SO-00365
11-01-2011 | Invoice | PO_INV-12... | 0001 | Order SO-00386
11-01-2011 | Invoice | PO_INV-12... | 0001 | Order SO-00413
11-01-2011 | Invoice | PO_INV-12... | 0001 | Order SO-00411
11-01-2011 | Invoice | PO_INV-12... | 0001 | Order SO-00420
11-01-2011 | Invoice | PO_INV-12... | 0001 | Order SO-00421
Appln. C... | Amount to A... | Pmt. Disc. A... | Rounding | Applied Amount | Available Am... | Balance
1,000.00 | 0.00 | 0.00 | 1,000.00 | -1,000.00 | 0.00

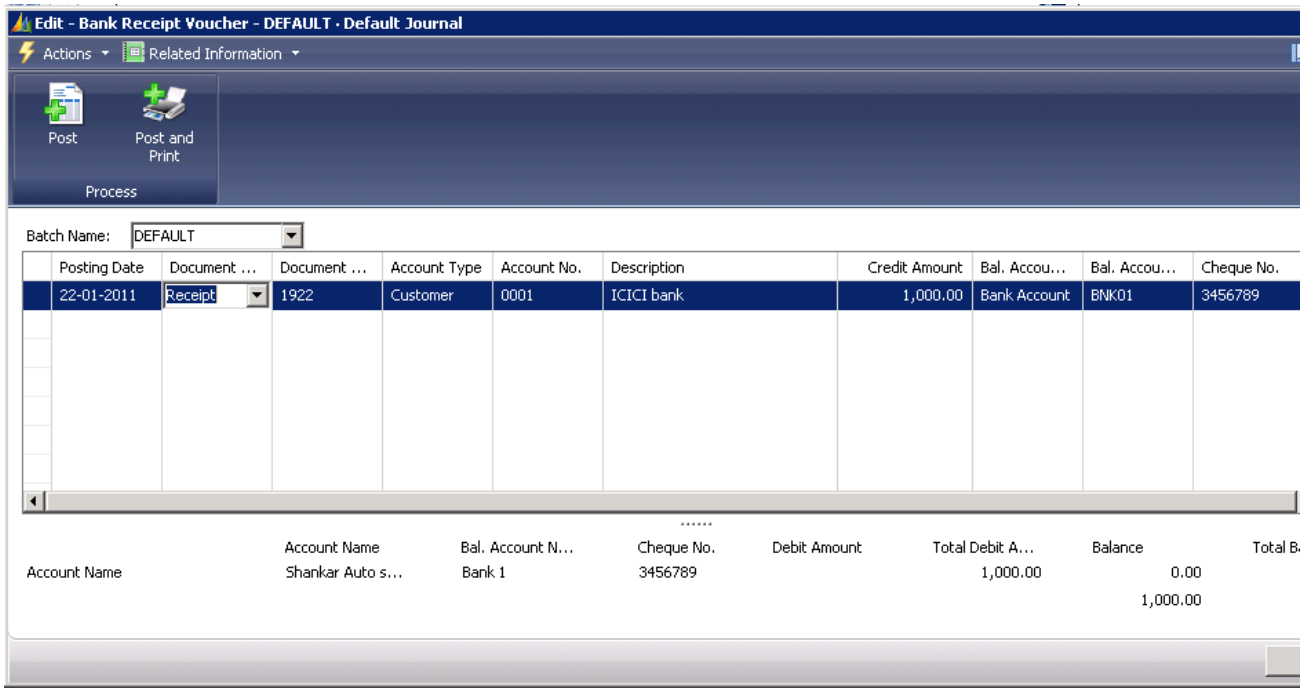
Then click on “OK “button in the bottom side of the window. (Refer the below screen shot)


Document No.: 1922
Amount: -1,000.00
Customer No.: 0001
Remaining Amount: -1,000.00
Reminder/Fin. Cha...
Applied Entries:
Applies-to ID | Posting Date | Document ... | Document ... | Customer No. | Description | Currency C... | Remai
19-01-2011 | Payment | BPR0635 | 0001 | Shankar Auto spares
21-01-2011 | Sales Credi... | 2 | 0001 | Shankar Auto spares
11-01-2011 | Invoice | PO_INV-12... | 0001 | Order SO-00324
1922 | 11-01-2011 | Invoice | PO_INV-12... | 0001 | Order SO-00365
11-01-2011 | Invoice | PO_INV-12... | 0001 | Order SO-00386
11-01-2011 | Invoice | PO_INV-12... | 0001 | Order SO-00413
11-01-2011 | Invoice | PO_INV-12... | 0001 | Order SO-00411
Appln. C... | Amount to A... | Pmt. Disc. A... | Rounding | Applied Amount | Available Am... | Balance
1,000.00 | 0.00 | 0.00 | 1,000.00 | -1,000.00 | 0.00
OK
Departments

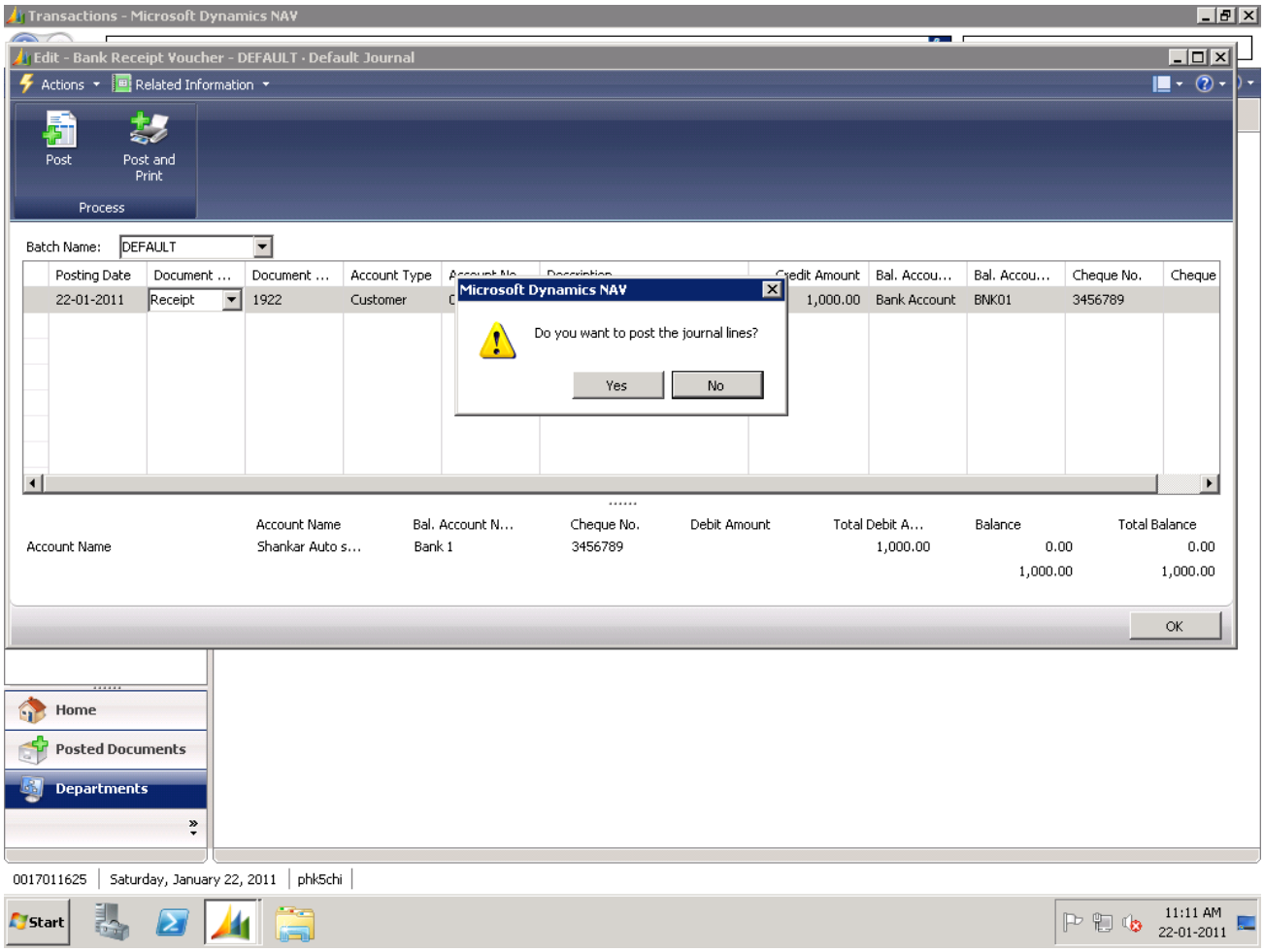
After clicking **OK** you will be taken back to your previous menu where you have entered the receipts.

(Now adjustment will happen in the back end)

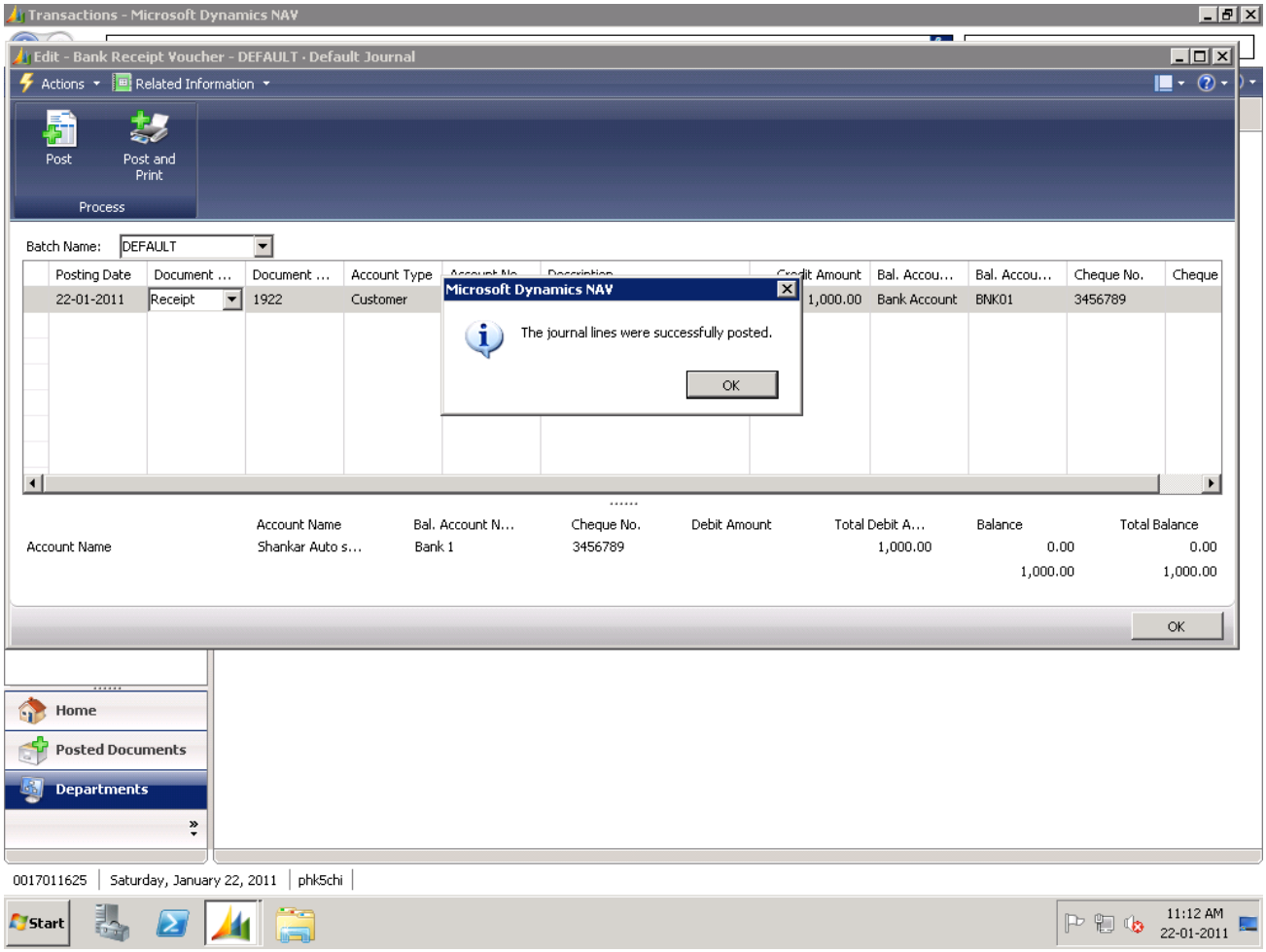
(Ref the below screen shot)


Edit - Bank Receipt Voucher - DEFAULT · Default Journal
Actions
Related Information
Post
Post and Print
Process
Batch Name: DEFAULT
Posting Date | Document ... | Document ... | Account Type | Account No. | Description | Credit Amount | Bal. Accou... | Bal. Accou... | Cheque No.
22-01-2011 | Receipt | 1922 | Customer | 0001 | ICICI bank | 1,000.00 | Bank Account | BNK01 | 3456789
Account Name | Account Name | Bal. Account N... | Cheque No. | Debit Amount | Total Debit A... | Balance | Total B
Shankar Auto s... | Bank 1 | 3456789 | 1,000.00 | 0.00
1,000.00

Now you can click on "**POST**" you will get the confirmation message and your entry got adjusted with respective invoices in the back end.



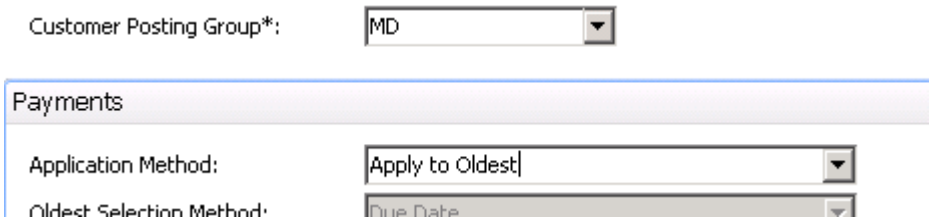
Click **Yes.**



Now you can verify all the reports which are related to the customer receipts.

<u>NOTE:</u> If Set applies- to ID is not done then receipt amount will get adjust to the invoices automatically on FIFO basis. (You can verify the same in the customer master window on the payments tab)

(Ref the below screen shot from customer master – payments tab.)

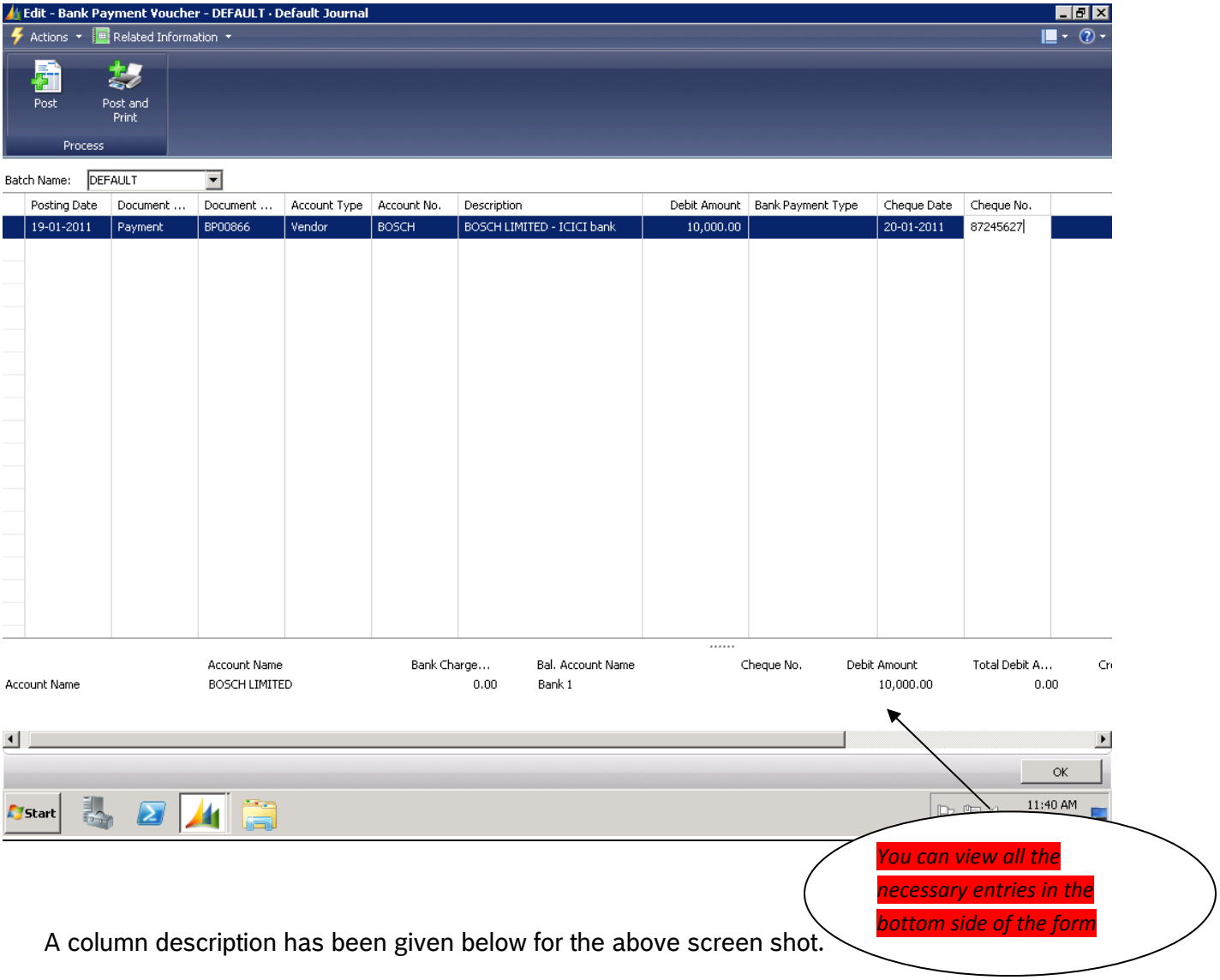


1. Vendor Payment :

This screen is only used when there is liability for the MD. The user can make payments either through Cash or Bank. For all Bank payment vouchers the instrument details like check number, check date etc. is captured. The transactions made through this entry will be booked against the liability to the vendor. Here user can make a payment up to the total liability booked against the vendor. The user needs to adjust one or more invoices against this voucher. The user can adjust the outstanding balance of invoices only to that extent of the payment he is making to the vendor.

The user can avail cash discount (if eligible) for the invoices that are adjusted against the payment voucher. Though the user can avail any discount it is left to the discretion of BOSCH to allow the discount to the party. Also, the adjusted invoices/credit notes are left to the discretion of BOSCH to accept or reject the same. Only after getting the approval from BOSCH, the user can finalize the details. The financial transactions will be posted for both payment voucher and adjusted entries upon confirmation of this voucher. All the financial transactions related to adjustment will be reversed based on the changes the user has made in adjustment vouchers use case. The user can make either full or partial payment against invoices/credit notes. In such cases the user has to specify the amount to be paid in the respective column. The penalty for each invoice is automatically computed by the system. System posts transactions into GL automatically upon confirmation.

Path: Departments/Financial Management/Payables/Transactions/Bank Payment Voucher


Edit - Bank Payment Voucher - DEFAULT · Default Journal
Actions
Related Information
Post
Post and Print
Process
Batch Name: DEFAULT
Posting Date | Document ... | Document ... | Account Type | Account No. | Description | Debit Amount | Bank Payment Type | Cheque Date | Cheque No.
19-01-2011 | Payment | BP00866 | Vendor | BOSCH | BOSCH LIMITED - ICICI bank | 10,000.00 | | 20-01-2011 | 87245627
Account Name | Account Name | Bank Charge... | Bal. Account Name | Cheque No. | Debit Amount | Total Debit A...
BOSCH LIMITED | 0.00 | Bank 1 | 10,000.00 | 0.00
OK
Start
11:40 AM
You can view all the necessary entries in the bottom side of the form

A column description has been given below for the above screen shot.

Posting Date is when you are making the entry.

Document Type should be Payment in this case.

Account Type will be vendor always when you are making the payment.

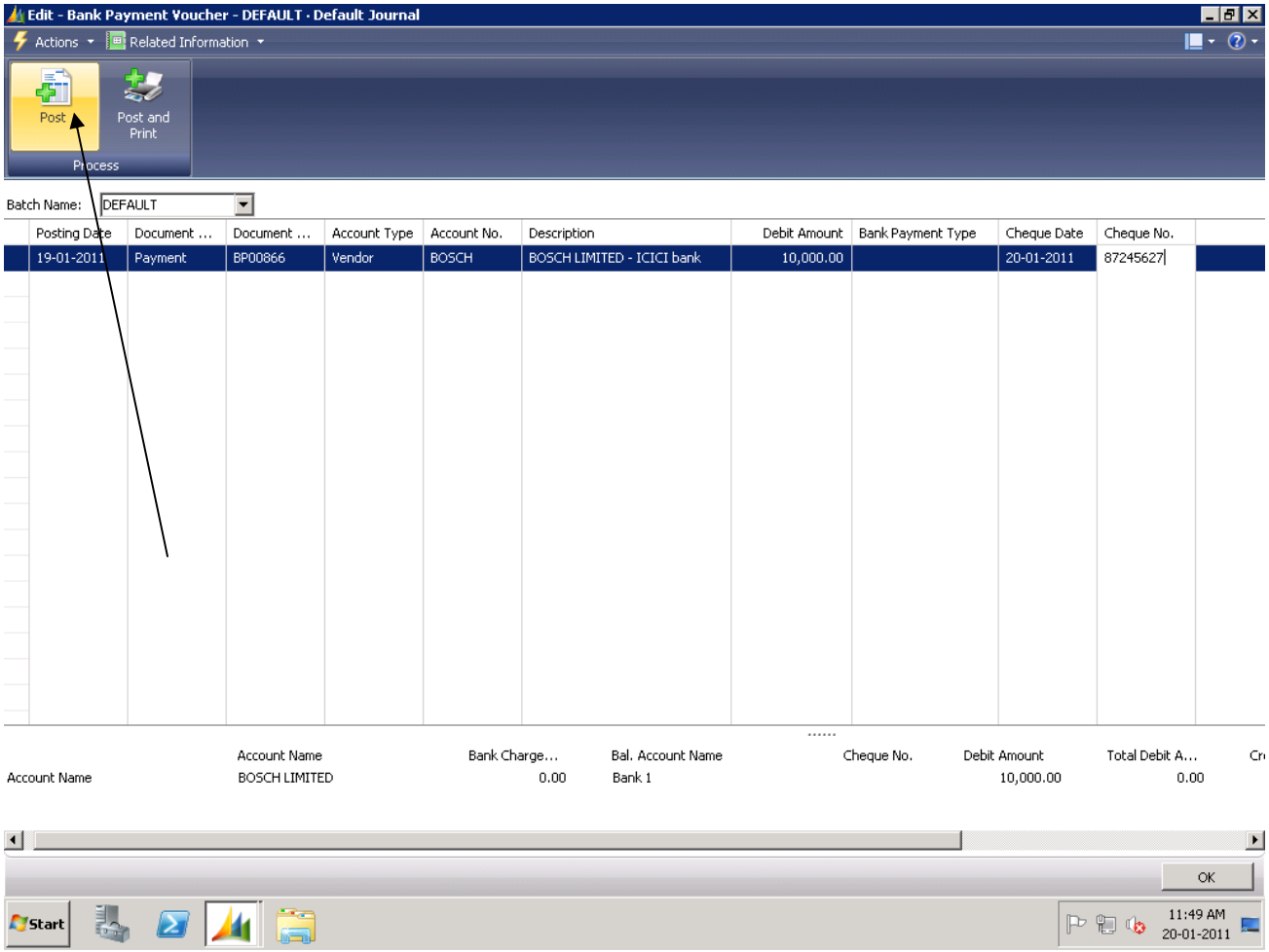
Description can be use to enter the your Bank Name and other remarks.

Debit Amount is the amount you are paying to your vendors.

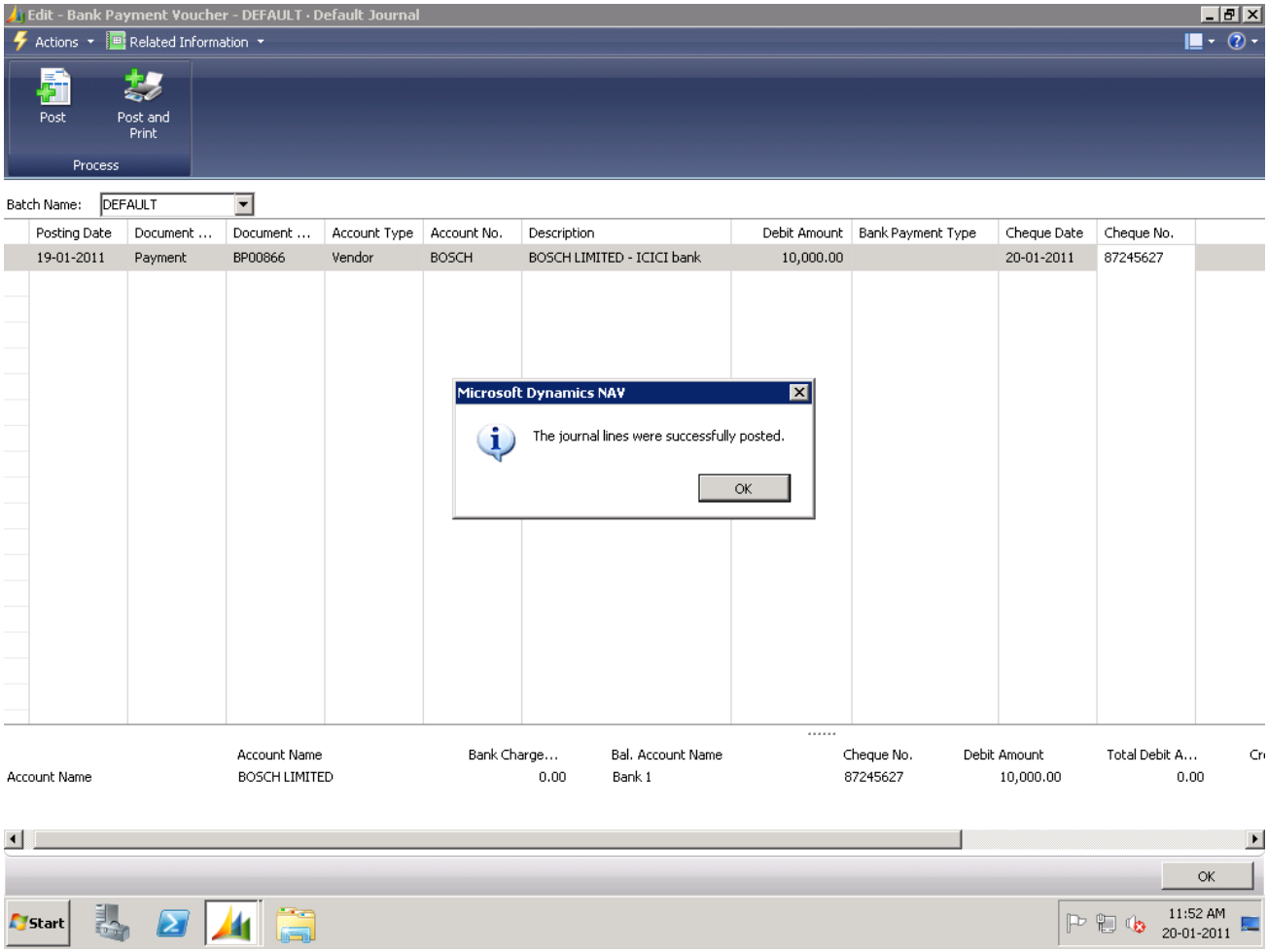
Bank Account will be your transaction bank code.

Cheque Number and Cheque date can be understandable.

After verifying all the entries you can POST the entry. After posting the entry you will get the confirmation pop-up. (Please refer the below screen shot)



After clicking on post, you will get the confirmation pop-up menu. (For your information you can find the below screen shot)


Edit - Bank Payment Voucher - DEFAULT · Default Journal
Actions
Related Information
Post
Post and Print
Process
Batch Name: DEFAULT
Posting Date | Document ... | Document ... | Account Type | Account No. | Description | Debit Amount | Bank Payment Type | Cheque Date | Cheque No.
19-01-2011 | Payment | BP00866 | Vendor | BOSCH | BOSCH LIMITED - ICICI bank | 10,000.00 | | 20-01-2011 | 87245627
Microsoft Dynamics NAV
The journal lines were successfully posted.
OK
Account Name | Account Name | Bank Charge... | Bal. Account Name | Cheque No. | Debit Amount | Total Debit A...
Account Name | BOSCH LIMITED | 0.00 | Bank 1 | 87245627 | 10,000.00 | 0.00
OK
Start
11:52 AM
20-01-2011

<u>Note: -</u> **The above mentioned process is for to receive the customer payment and to pay the vendor payment. Based on the customer and vendor master setups the Customer payment and the vendor payment will get adjust to the respective invoices on FIFO basis (First invoice will get adjust to the payment).**

Refer the Cash Receipt Voucher and the manual adjustment of invoices in the above steps. You can follow the same steps for vendor cash payment and Vendor invoice adjustment (Manual Adjustment).

3. BANK and CASH Transactions

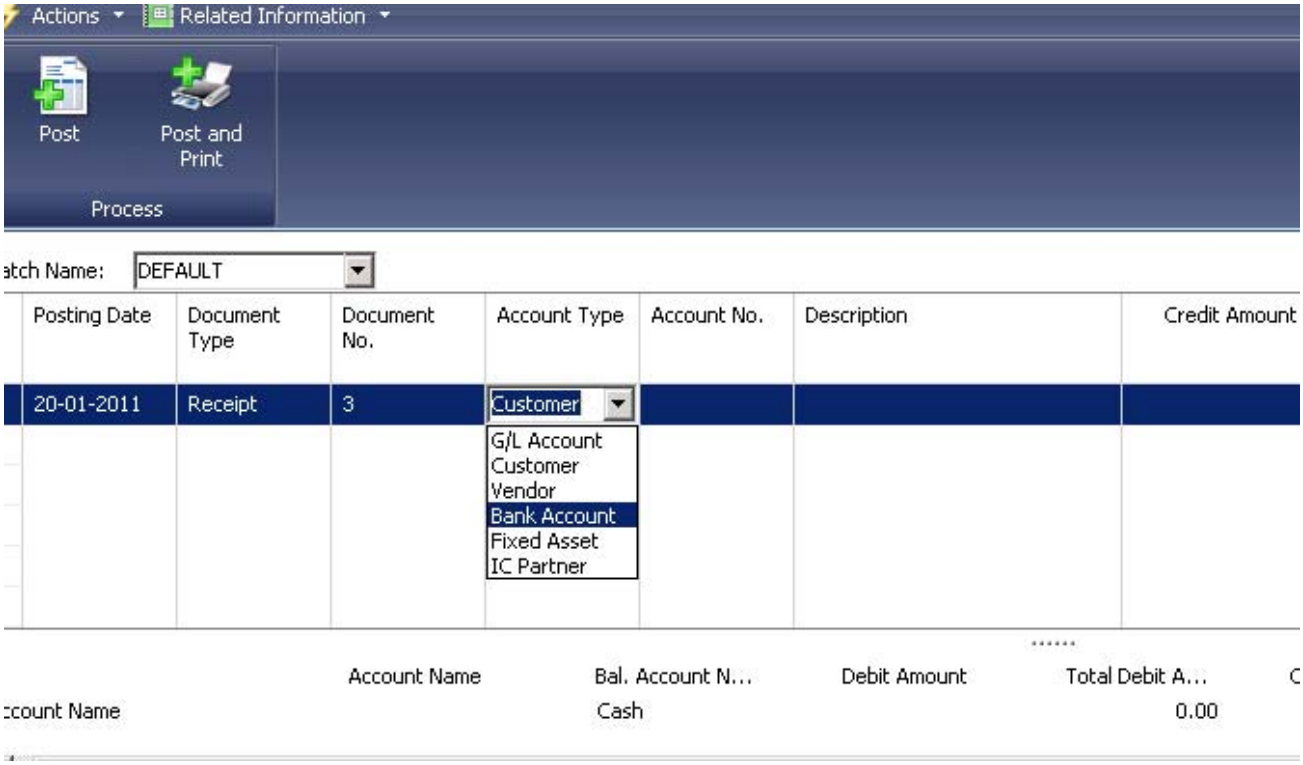
Under Bank and Cash Transactions you have four sub topics,

1. Cash Payment (to 3rd party)
2. Cash Receipt (From 3rd party)
3. Bank Receipt (From 3rd party)
4. Bank Payment (to 3rd party)

Path: Departments/Financial Management/General Ledger/Cash & Bank Management/Transactions

You can go to the above path to do the mentioned four banks and cash transactions.

In InDIS we have to reach separate window to do each transactions. But in E-FoCuS the same window can be used for multiple transactions. From a single window you can post the Bank Receipt, Bank Payment, Cash Receipt and Cash payment. For better user understanding we have given the same form in different names.



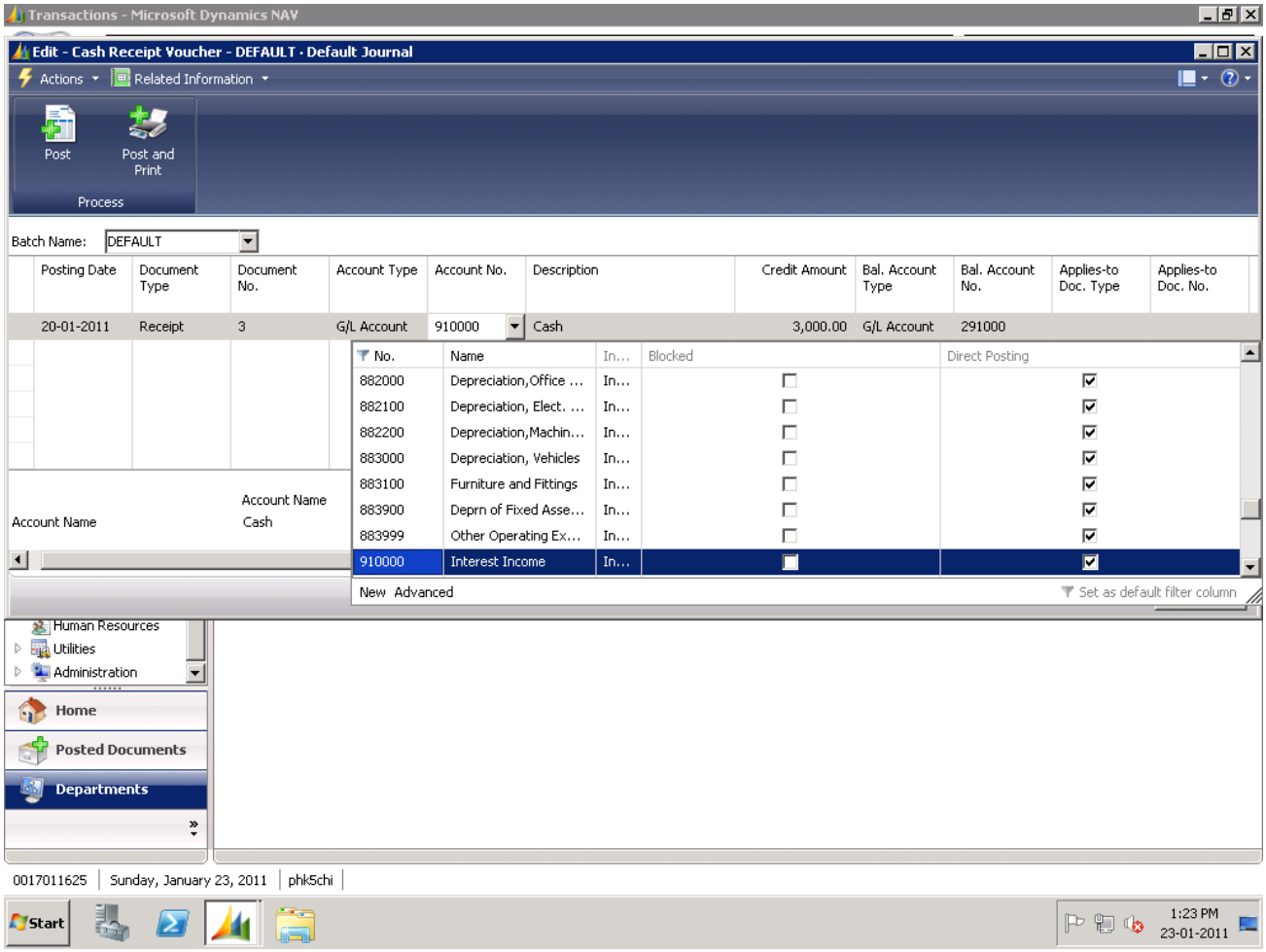
Refer the above screen shot, By selecting the Account Type you can post the respective bank entries or the cash entries.

The above form is used to record the transactions involving Bank and Cash accounts.

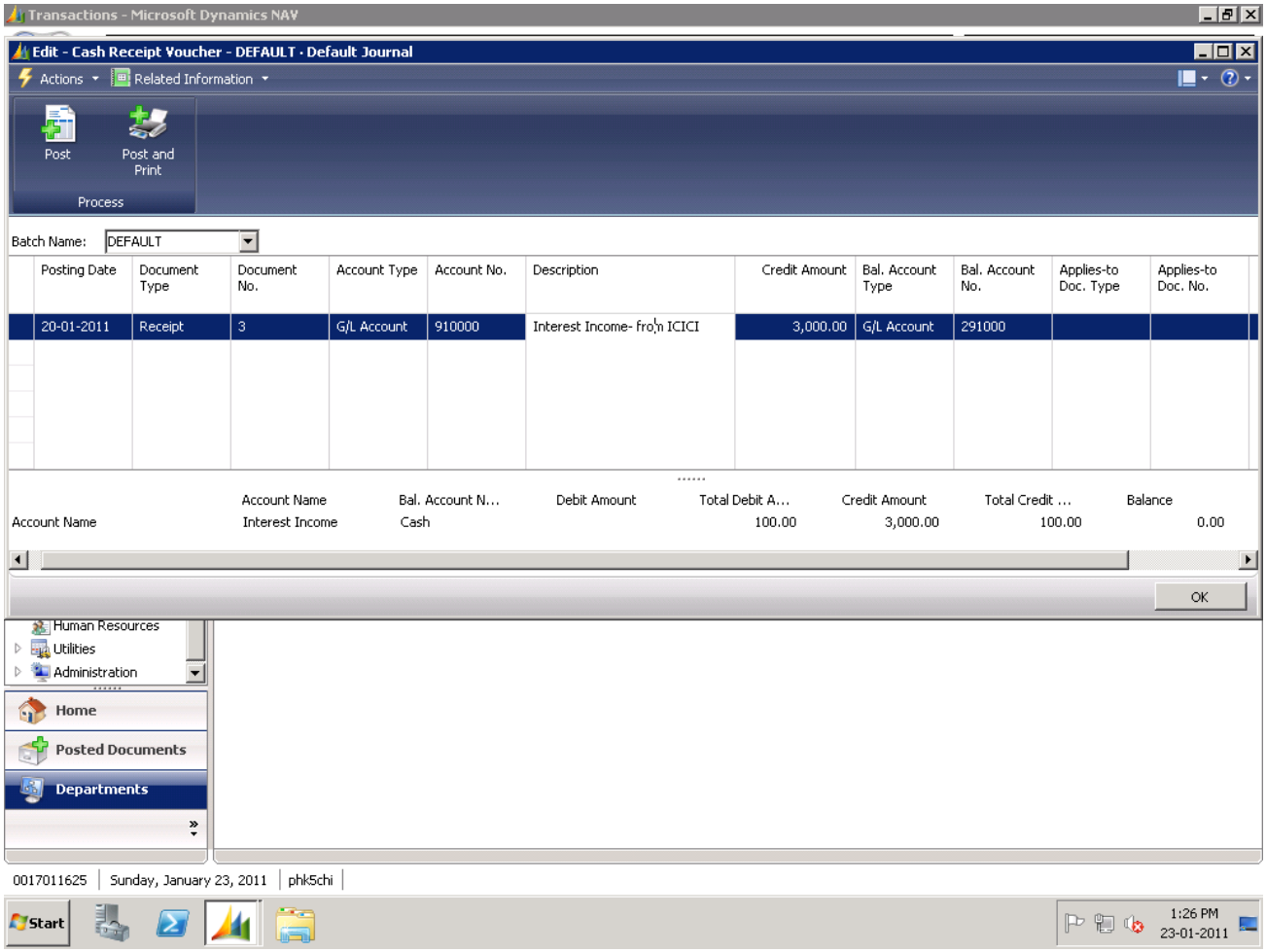
This includes regular transactions like payment of electricity bills, telephone bills, salary etc.

Ex: In Cash Receipt window, you can receive the cash payment from the bank as a interest income.

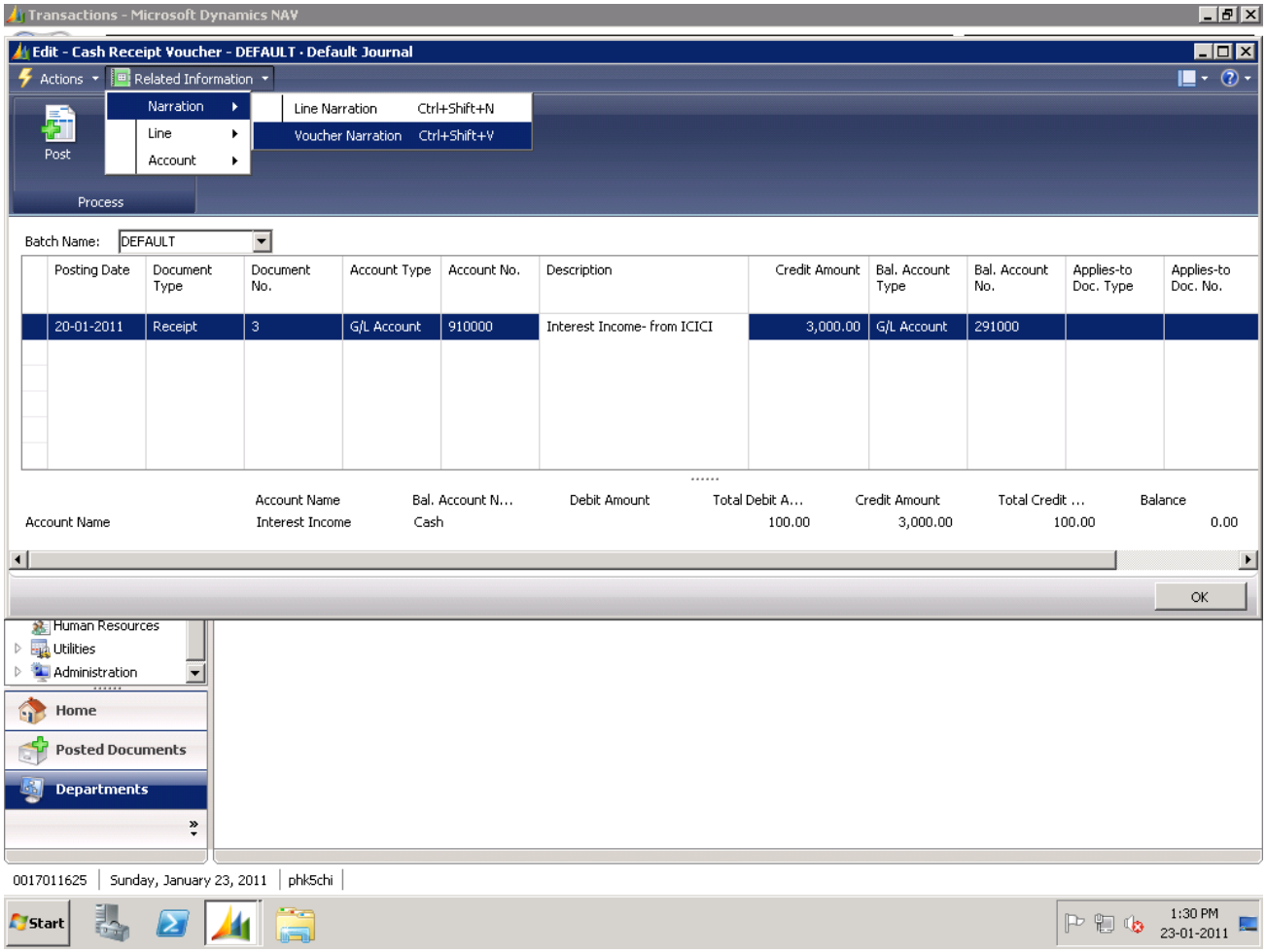
Ref the below screen shot



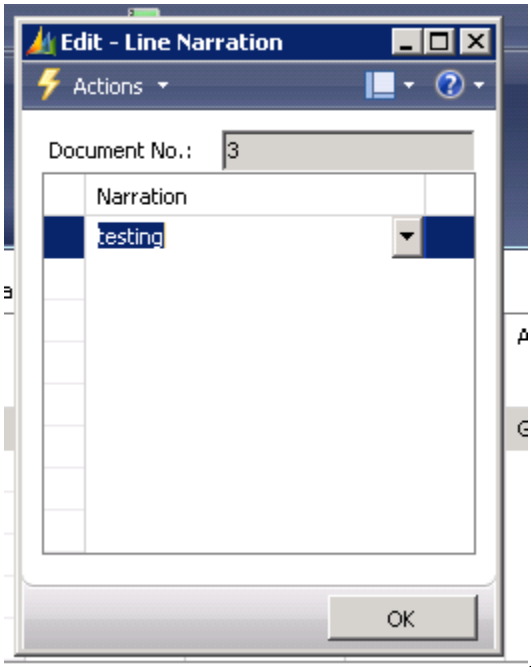
In the above window you are receiving the cash from bank and you are crediting the amount in to your cash account. So you have to select the interest income account first.



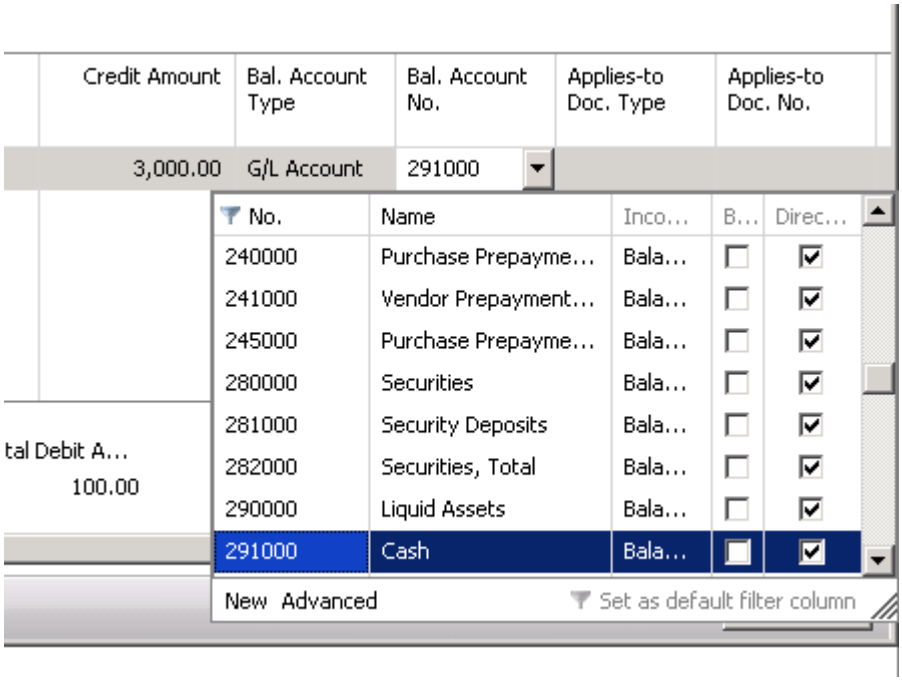
You can change the description as how you want to be, this description place can act as a remarks column. If you want to add the narration to be entered then click on the related information on the top of the menu you can select the line narration or voucher narration. This narration can be captured in the reporting purposes. (Refer the below screen shot).



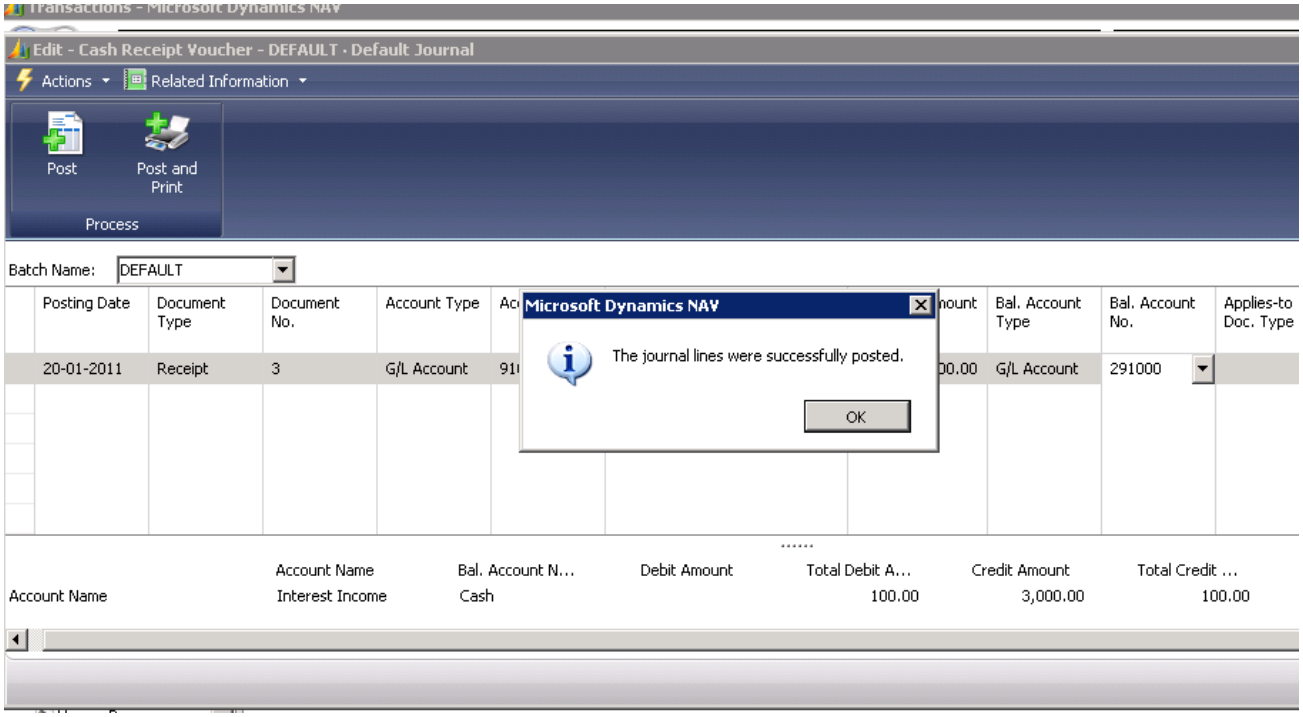
If you select on the voucher narration or the line narration the small pop up will appear to enter the narration field. (Refer the below screen shot)



Then you can enter the narrations and click ok. This window will disappear and ready to post the narration in the back end. After this you have to select the Cash account to be credited. Select the Cash account refer the below screen shot.



After selecting the cash account to be credited. You can post the transactions. You will get the confirmation message. Refer the below screen shot.



Cash Payment Voucher

Cash payment voucher can be used to pay the electricity bills, salary, rent etc...

Path: Departments/Financial Management/General Ledger/Cash & Bank Management/Transactions

For cash payment voucher you can go to the above mentioned path, you will get the below screen shot.

Document Type will be always payment.

Document Number can be entered manually for the user reference.

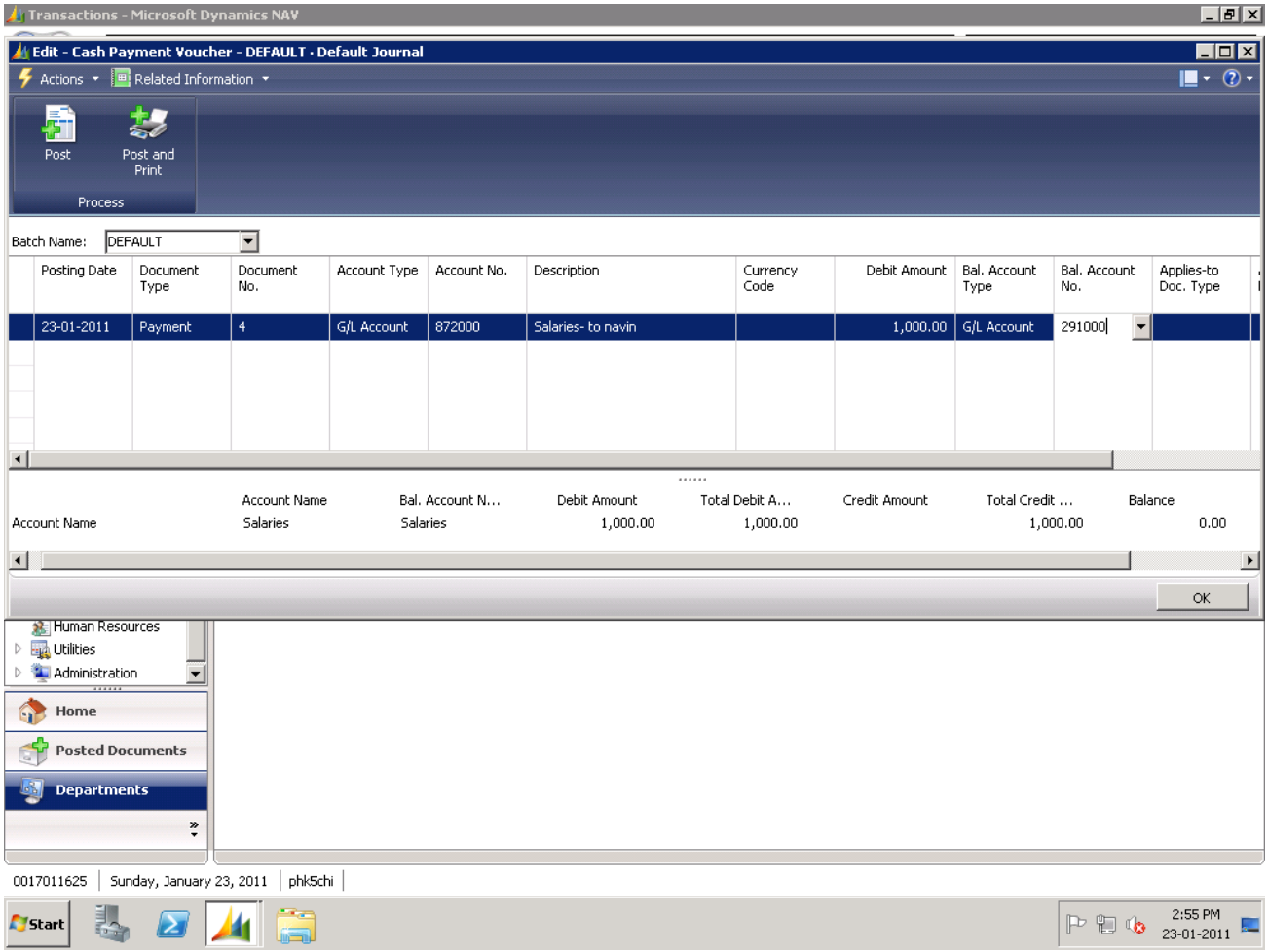
GL Account Code should be entered as a respective account code

Description can be entered as a narration. You can edit the description.

Then enter the **Debit Amount** how much you want to pay.

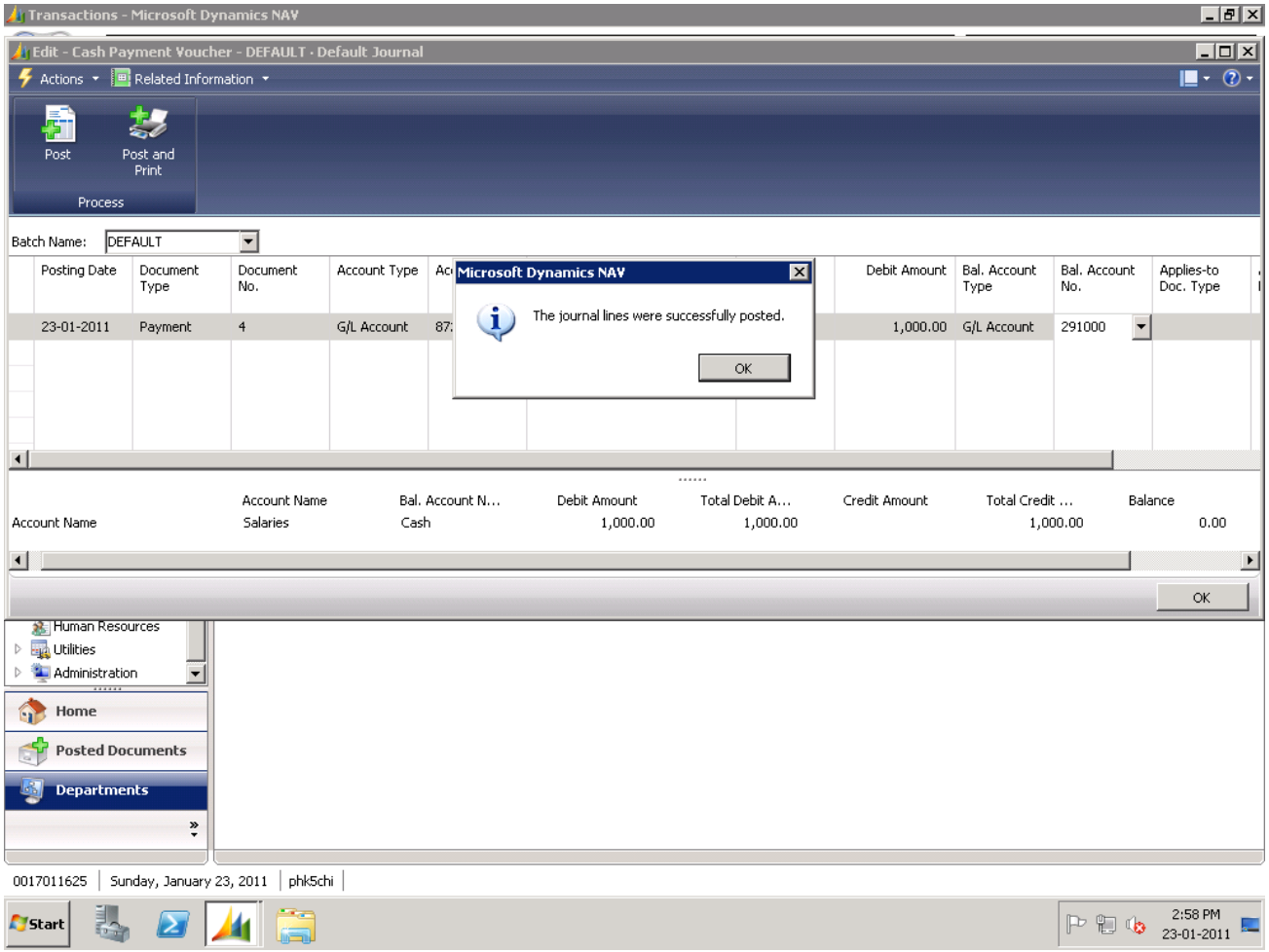
Enter the **Cash Account Code** where you want to debit the amount.

Refer the below two screen shots.


Transactions - Microsoft Dynamics NAV
Edit - Cash Payment Voucher - DEFAULT · Default Journal
Actions
Related Information
Post
Post and Print
Process
Batch Name: DEFAULT
Posting Date | Document Type | Document No. | Account Type | Account No. | Description | Currency Code | Debit Amount | Bal. Account Type | Bal. Account No. | Applies-to Doc. Type
23-01-2011 | Payment | 4 | G/L Account | 872000 | Salaries- to navin | | 1,000.00 | G/L Account | 291000
Account Name | Account Name | Bal. Account N... | Debit Amount | Total Debit A... | Credit Amount | Total Credit ... | Balance
Salaries | Salaries | 1,000.00 | 1,000.00 | 1,000.00 | 0.00
OK
Human Resources
Utilities
Administration
Home
Posted Documents
Departments
0017011625 | Sunday, January 23, 2011 | phk5chi
Start
2:55 PM
23-01-2011

After entering the payments you can post the same, after posting you will be asked for confirmation.

Click on YES, then you can see the confirmation pop up that your journal has been posted in the back end. (Refer the below screen shot)



We have seen the cash payment and the cash receipt in the above steps. The same way you can do the Bank Payment and Bank Receipts (3rd party). Where you are selecting the Cash account instead of that you have to select the bank account in the respective forms.

4. Credit / Debit Note:

In InDIS you have two different windows and two different modules for passing the credit note and the debit note (AP / AR). But in E-FoCuS we have a single window to enter all the credit and debit notes.

Debit and credit notes are entries that are used to adjust or supplement an existing invoice or voucher.

It allows the entry of debit and credit notes for vendors - a debit note decreases the amount to be paid by the organization to the vendor, while a credit note increases the amount to be paid. The system enables you to specify additional details for the debit/credit note. A reference for the debit/credit note can also be specified. The reference could be a general reference, an invoice number, or a purchase order number. You can create multiple debit/credit notes for an invoice or purchase order. You also have the option of adjusting multiple accounts through a single debit/credit note. A debit/credit note can therefore be split to update multiple accounts. Accounting entries will be posted into the GL module upon confirming the voucher automatically by the system.

Advantages of E-FoCuS is you can enter the Sales Credit / Sales Debit and Purchase Credit / Purchase Debit in a single window and you can do the multiple entries also in the same window.

Path: Departments/Financial Management/General Ledger/Transactions/General Journal

In a single window you can enter all the credit / debit notes and post the same.

Document type should be within these four types (Sales Debit memo , sales Credit memo, Purchase debit memo and Purchase Credit memo)

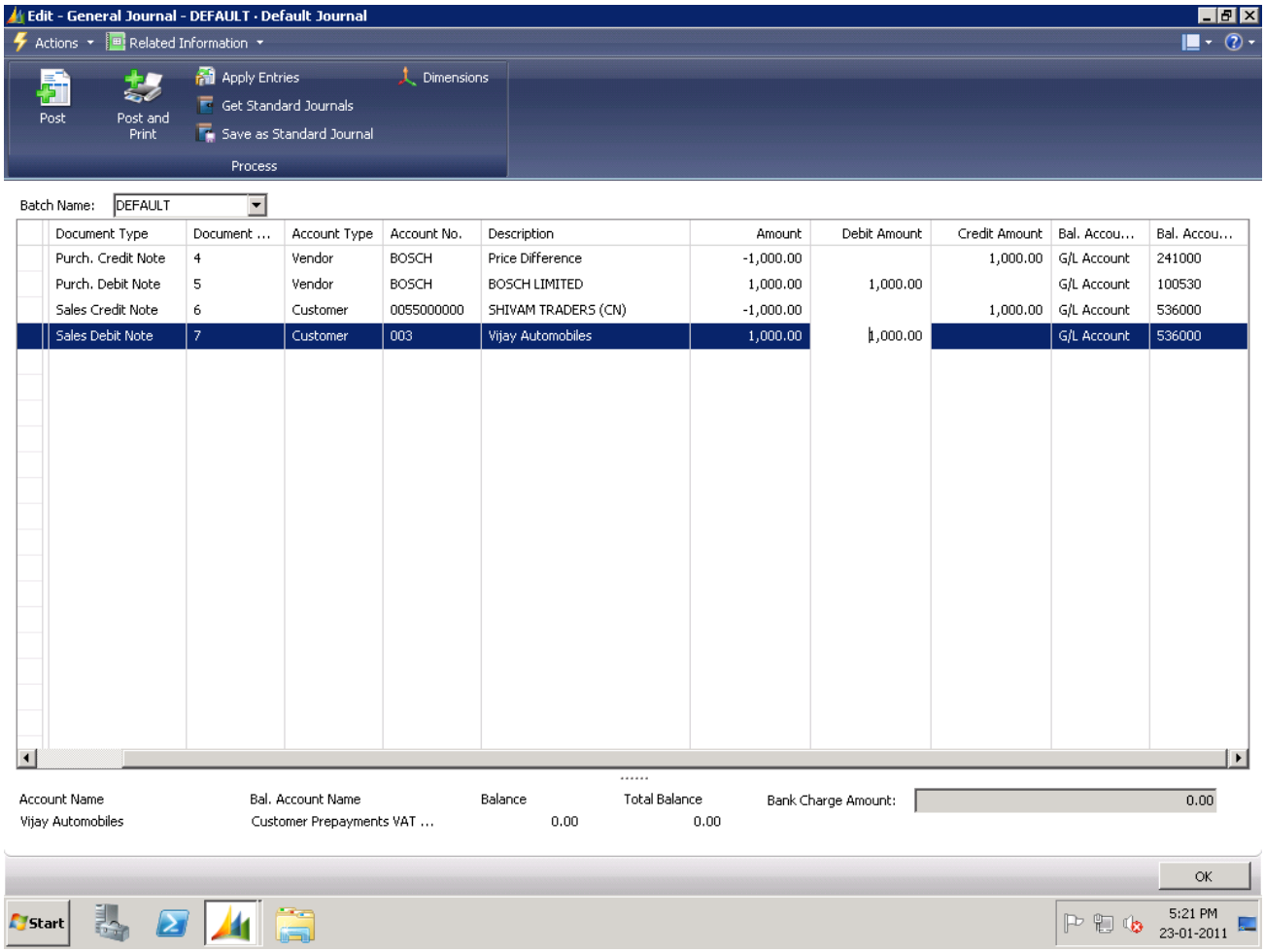
Document Type can be manually entered but in the back end system will get generate and post the automated series number.

Account Type will be customer or vendor.

Description can be entered manually for your references. The same can be reflect as a remarks in the reports.

Debit / Credit Amount can be entered in the respective sides.

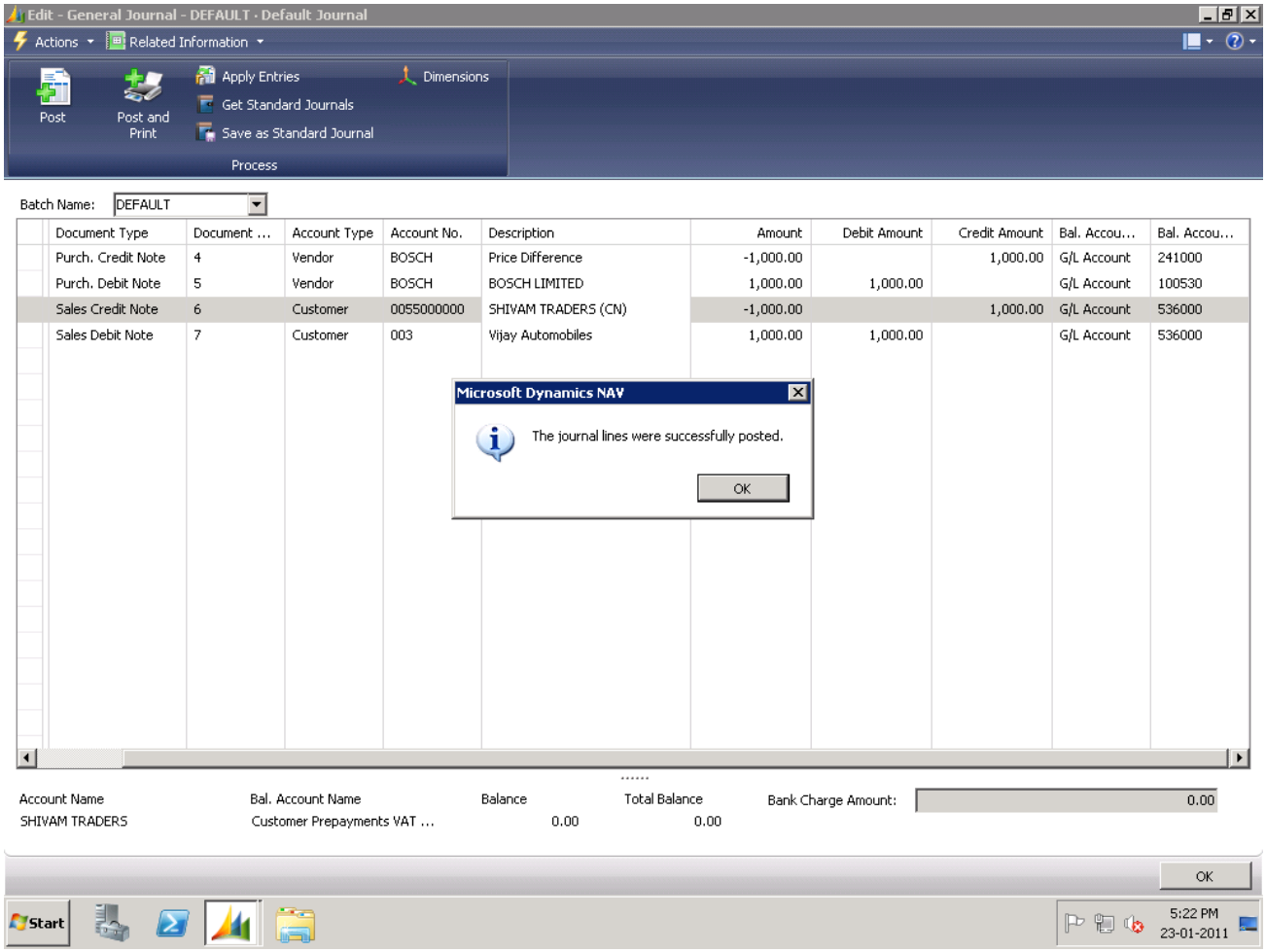
GL Account Code can be selected based on the amount to debited and credited.


Edit - General Journal - DEFAULT · Default Journal
Actions
Related Information
Post
Post and Print
Apply Entries
Get Standard Journals
Save as Standard Journal
Dimensions
Process
Batch Name: DEFAULT
Document Type | Document ... | Account Type | Account No. | Description | Amount | Debit Amount | Credit Amount | Bal. Accou... | Bal. Accou...
Purch. Credit Note | 4 | Vendor | BOSCH | Price Difference | -1,000.00 | | 1,000.00 | G/L Account | 241000
Purch. Debit Note | 5 | Vendor | BOSCH | BOSCH LIMITED | 1,000.00 | 1,000.00 | | G/L Account | 100530
Sales Credit Note | 6 | Customer | 0055000000 | SHIVAM TRADERS (CN) | -1,000.00 | | 1,000.00 | G/L Account | 536000
Sales Debit Note | 7 | Customer | 003 | Vijay Automobiles | 1,000.00 | 1,000.00 | | G/L Account | 536000
Account Name | Bal. Account Name | Balance | Total Balance | Bank Charge Amount: | 0.00
Vijay Automobiles | Customer Prepayments VAT ... | 0.00 | 0.00
OK
Start
5:21 PM
23-01-2011

After verifying all the entries you can post the entry. You will be asked for the confirmation to post.

Click YES then the journal will get posted in the back end and the respective reports.

Refer the below screen shots.


Edit - General Journal - DEFAULT · Default Journal
Actions
Related Information
Post
Post and Print
Apply Entries
Get Standard Journals
Save as Standard Journal
Dimensions
Process
Batch Name: DEFAULT
Document Type | Document ... | Account Type | Account No. | Description | Amount | Debit Amount | Credit Amount | Bal. Accou... | Bal. Accou...
Purch. Credit Note | 4 | Vendor | BOSCH | Price Difference | -1,000.00 | | 1,000.00 | G/L Account | 241000
Purch. Debit Note | 5 | Vendor | BOSCH | BOSCH LIMITED | 1,000.00 | 1,000.00 | | G/L Account | 100530
Sales Credit Note | 6 | Customer | 0055000000 | SHIVAM TRADERS (CN) | -1,000.00 | | 1,000.00 | G/L Account | 536000
Sales Debit Note | 7 | Customer | 003 | Vijay Automobiles | 1,000.00 | 1,000.00 | | G/L Account | 536000
Microsoft Dynamics NAV
The journal lines were successfully posted.
OK
Account Name | Bal. Account Name | Balance | Total Balance
SHIVAM TRADERS | Customer Prepayments VAT ... | 0.00 | 0.00
Bank Charge Amount: 0.00
OK
Start
5:22 PM
23-01-2011

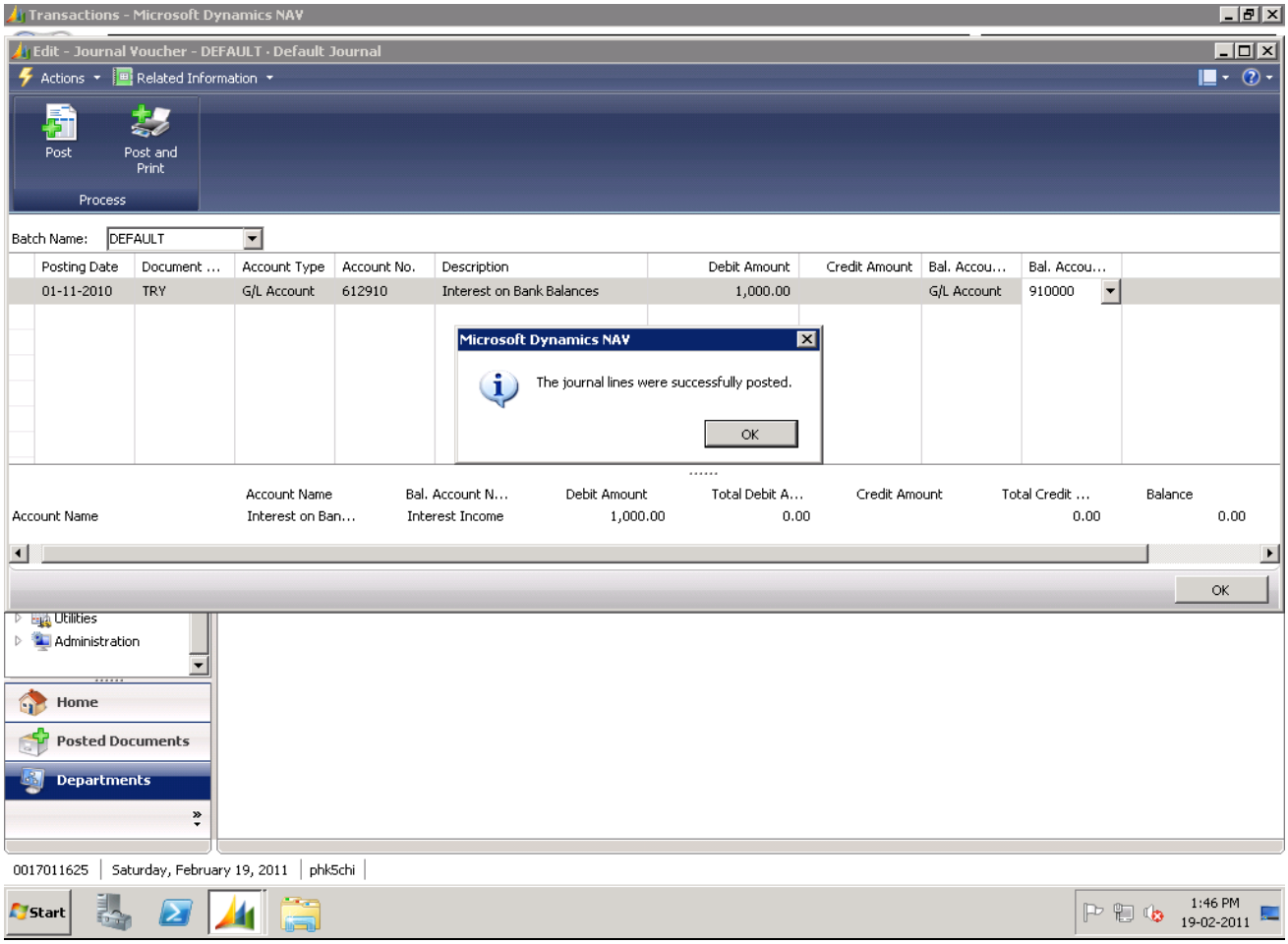
5 Journal Voucher

You use the Journal Voucher for Journal entry. You need to enter basic information about the transaction such as posting date and amount.

The program will allow posting the Journal Voucher if debit and credit amount are related to those G/L accounts which are not mapped with Location or Company Information master in Cash Receipt Voucher/Cash Payment Voucher/Bank Receipt Voucher/Bank Payment Voucher.

If MD wants to Transfer the account from account code to other account code they can use the Journal Voucher. Please refer the below screen shot.

Field	Description
Posting Date	The posting date for the debit entry.
Document Type	Specify Invoice to indicate that the document type is invoice.
Document No.	The document number for which the journal voucher is posted.
Account Type	Specify G/L Account to indicate that the account type is general ledger account.
Account No.	The general ledger account number.



In the Narration field, enter the line narration details.

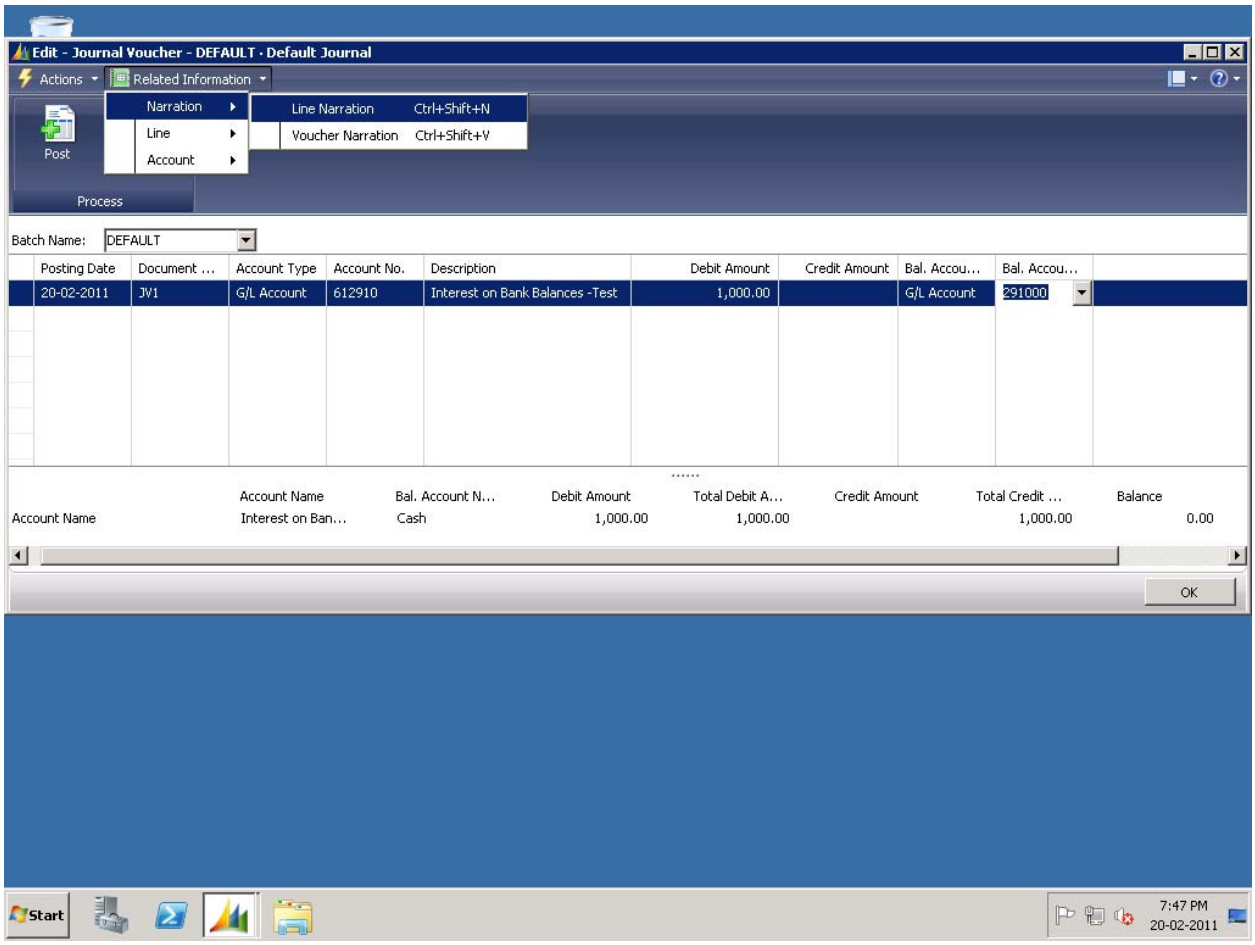
Click OK.

Click Related Information, point to Narration, and then click Voucher Narration.

In the Narration field, enter the voucher narration details.

Click OK.

(For reference, Verify the below screen shots)


Edit - Journal Voucher - DEFAULT · Default Journal
Actions
Related Information
Narration
Line
Account
Line Narration Ctrl+Shift+N
Voucher Narration Ctrl+Shift+V
Post
Process
Batch Name: DEFAULT
Posting Date Document ... Account Type Account No. Description Debit Amount Credit Amount Bal. Accou... Bal. Accou...
20-02-2011 JV1 G/L Account 612910 Interest on Bank Balances -Test 1,000.00 G/L Account 291000
Account Name Account Name Bal. Account N... Debit Amount Total Debit A... Credit Amount Total Credit ... Balance
Account Name Interest on Ban... Cash 1,000.00 1,000.00 1,000.00 0.00
OK
Start
7:47 PM
20-02-2011

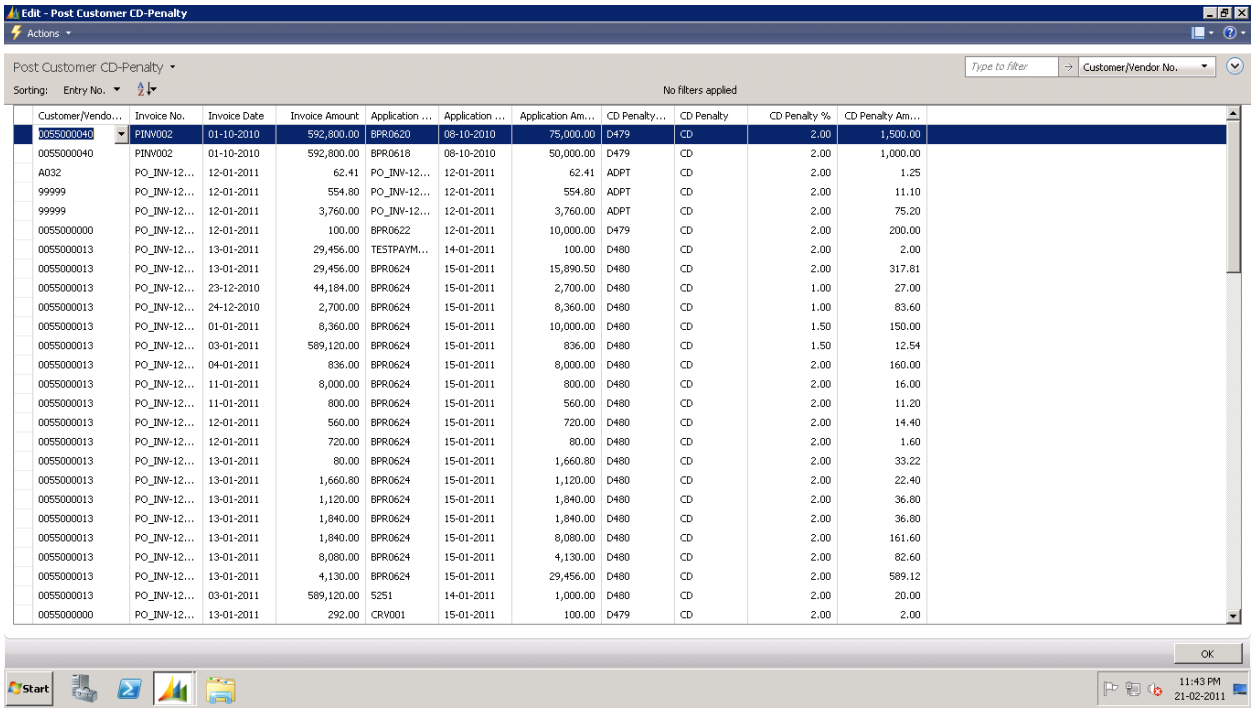
CD PENALTY

Cash Discount and the Penalty process is one of the major best features in the NAV.
Here, the Dealer no need to calculate the CD PENALTY in the month ends. CD and penalty will be calculated automatically whenever you make an invoice and the payments subsequently.

Note: we have two options in the customer master payment tab.

1. **Apply to Oldest**
2. **Manual**

Path: Departments/Financial Management/Receivables/Transactions/Customer CD-Penalty



Customer/Vendo...	Invoice No.	Invoice Date	Invoice Amount	Application ...	Application ...	Application Am...	CD Penalty...	CD Penalty	CD Penalty %	CD Penalty Am...
0055000040	PINV002	01-10-2010	592,800.00	BPR0620	08-10-2010	75,000.00	D479	CD	2.00	1,500.00
0055000040	PINV002	01-10-2010	592,800.00	BPR0618	08-10-2010	50,000.00	D479	CD	2.00	1,000.00
A032	PO_INV-12...	12-01-2011	62.41	PO_INV-12...	12-01-2011	62.41	ADPT	CD	2.00	1.25
99999	PO_INV-12...	12-01-2011	554.80	PO_INV-12...	12-01-2011	554.80	ADPT	CD	2.00	11.10
99999	PO_INV-12...	12-01-2011	3,760.00	PO_INV-12...	12-01-2011	3,760.00	ADPT	CD	2.00	75.20
0055000000	PO_INV-12...	12-01-2011	100.00	BPR0622	12-01-2011	10,000.00	D479	CD	2.00	200.00
0055000013	PO_INV-12...	13-01-2011	29,456.00	TESTPAYM...	14-01-2011	100.00	D480	CD	2.00	2.00
0055000013	PO_INV-12...	13-01-2011	29,456.00	BPR0624	15-01-2011	15,890.50	D480	CD	2.00	317.81
0055000013	PO_INV-12...	23-12-2010	44,184.00	BPR0624	15-01-2011	2,700.00	D480	CD	1.00	27.00
0055000013	PO_INV-12...	24-12-2010	2,700.00	BPR0624	15-01-2011	8,360.00	D480	CD	1.00	83.60
0055000013	PO_INV-12...	01-01-2011	8,360.00	BPR0624	15-01-2011	10,000.00	D480	CD	1.50	150.00
0055000013	PO_INV-12...	03-01-2011	589,120.00	BPR0624	15-01-2011	836.00	D480	CD	1.50	12.54
0055000013	PO_INV-12...	04-01-2011	836.00	BPR0624	15-01-2011	8,000.00	D480	CD	2.00	160.00
0055000013	PO_INV-12...	11-01-2011	8,000.00	BPR0624	15-01-2011	800.00	D480	CD	2.00	16.00
0055000013	PO_INV-12...	11-01-2011	800.00	BPR0624	15-01-2011	560.00	D480	CD	2.00	11.20
0055000013	PO_INV-12...	12-01-2011	560.00	BPR0624	15-01-2011	720.00	D480	CD	2.00	14.40
0055000013	PO_INV-12...	12-01-2011	720.00	BPR0624	15-01-2011	80.00	D480	CD	2.00	1.60
0055000013	PO_INV-12...	13-01-2011	80.00	BPR0624	15-01-2011	1,660.80	D480	CD	2.00	33.22
0055000013	PO_INV-12...	13-01-2011	1,660.80	BPR0624	15-01-2011	1,120.00	D480	CD	2.00	22.40
0055000013	PO_INV-12...	13-01-2011	1,120.00	BPR0624	15-01-2011	1,840.00	D480	CD	2.00	36.80
0055000013	PO_INV-12...	13-01-2011	1,840.00	BPR0624	15-01-2011	1,840.00	D480	CD	2.00	36.80
0055000013	PO_INV-12...	13-01-2011	1,840.00	BPR0624	15-01-2011	8,080.00	D480	CD	2.00	161.60
0055000013	PO_INV-12...	13-01-2011	8,080.00	BPR0624	15-01-2011	4,130.00	D480	CD	2.00	82.60
0055000013	PO_INV-12...	13-01-2011	4,130.00	BPR0624	15-01-2011	29,456.00	D480	CD	2.00	589.12
0055000013	PO_INV-12...	03-01-2011	589,120.00	5251	14-01-2011	1,000.00	D480	CD	2.00	20.00
0055000000	PO_INV-12...	13-01-2011	292.00	CRV001	15-01-2011	100.00	D479	CD	2.00	2.00

Chapter 8: Reports

The following reports are available under each of the modules.

8.1 Purchase
8.2 Inventory
8.3 Sales

8.4 Finance

Accounts Payable

1.1. List of Vendor balances
1.2. Vendor Detailed report
1.3. Vendor Age wise Report
1.4. Invoice wise outstanding Report
1.5.

Accounts Receivable

2.1. List of customer balances
2.2. Customer Detailed Report
2.3. Customer Age wise report
2.4. Invoice wise outstanding Report

General Ledger

1.1. GL register
1.2. Cash Day book
1.3. Bank Day book

The detailed explanations about the above reports and the filter criteria's will be follows.
Note : All the Reports can be downloaded as a PDF file & Excel file.

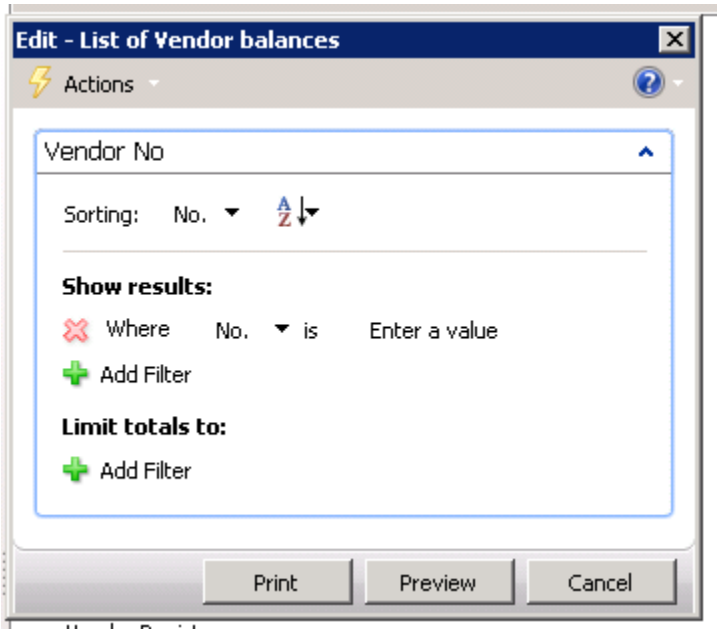
Accounts Payable

1.1. List of Vendor Balances

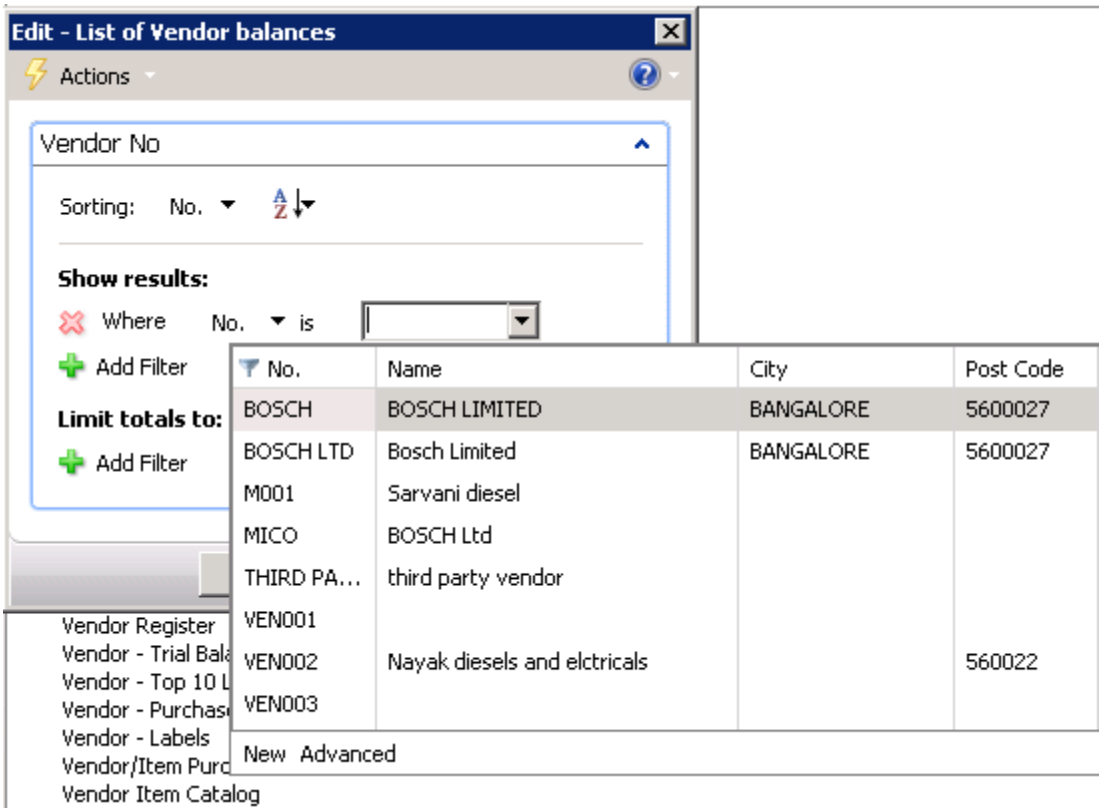
Report Path : Departments/Financial Management/Payables/Reports and Analysis/List of Vendor Balances

This report is used to show the outstanding balance of each Vendor for the given criteria. As the Vendor outstandings are maintained financial period wise, the outstanding balance of the Vendor is computed for the given financial year or period by using the formula Opening DrBalance + DrBalance – OpeningCrBalance – CrBalance. For as on date, the financial period is determined from the date specified, and the opening balance on the start date of the financial period is computed (OpeningDrBalance – OpeningCrBalance).The transaction details are captured to find out the balance between start date and the date passed. This will get added with the opening balance on the first day of the financial period if the balance is debit, otherwise it is subtracted from the opening balance.

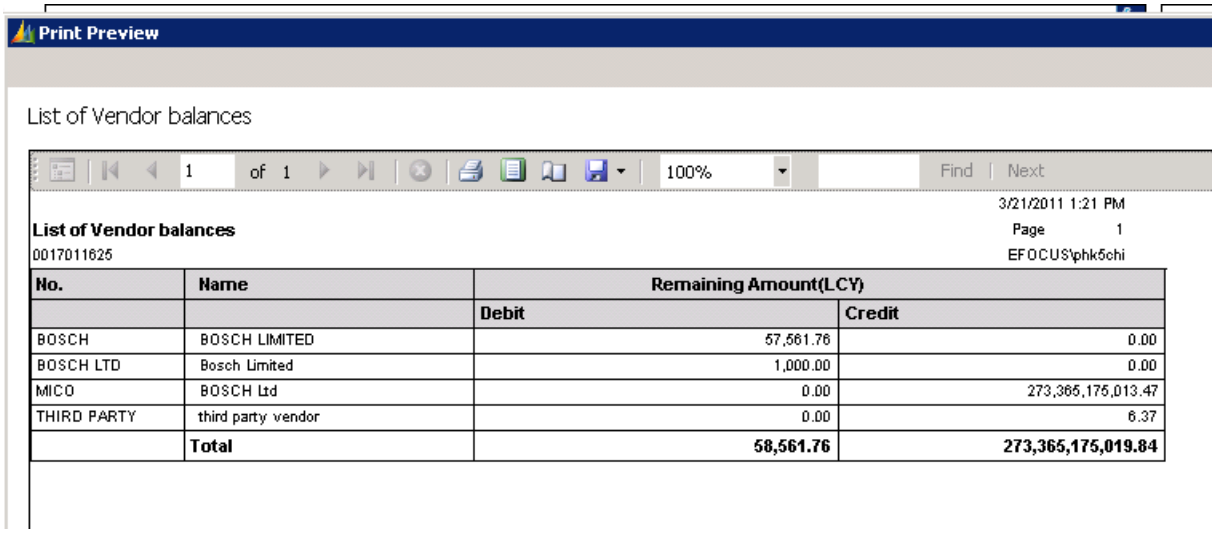
If you go to the above path you will get the below screen layout. You have to enter the filter criteria.



You can select the Vendor No to view the report for the particular vendor. If you want to view for all the vendors no need to assign the vendor number.



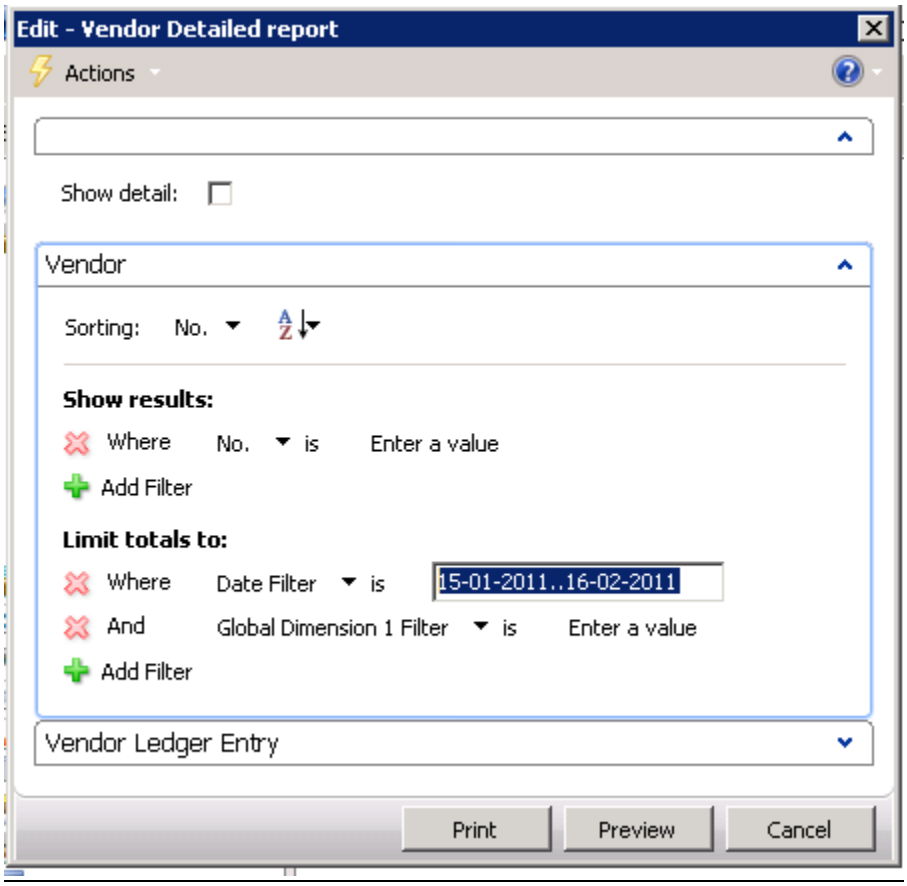
Once you clicked on Preview you will the following list of vendor balances report.



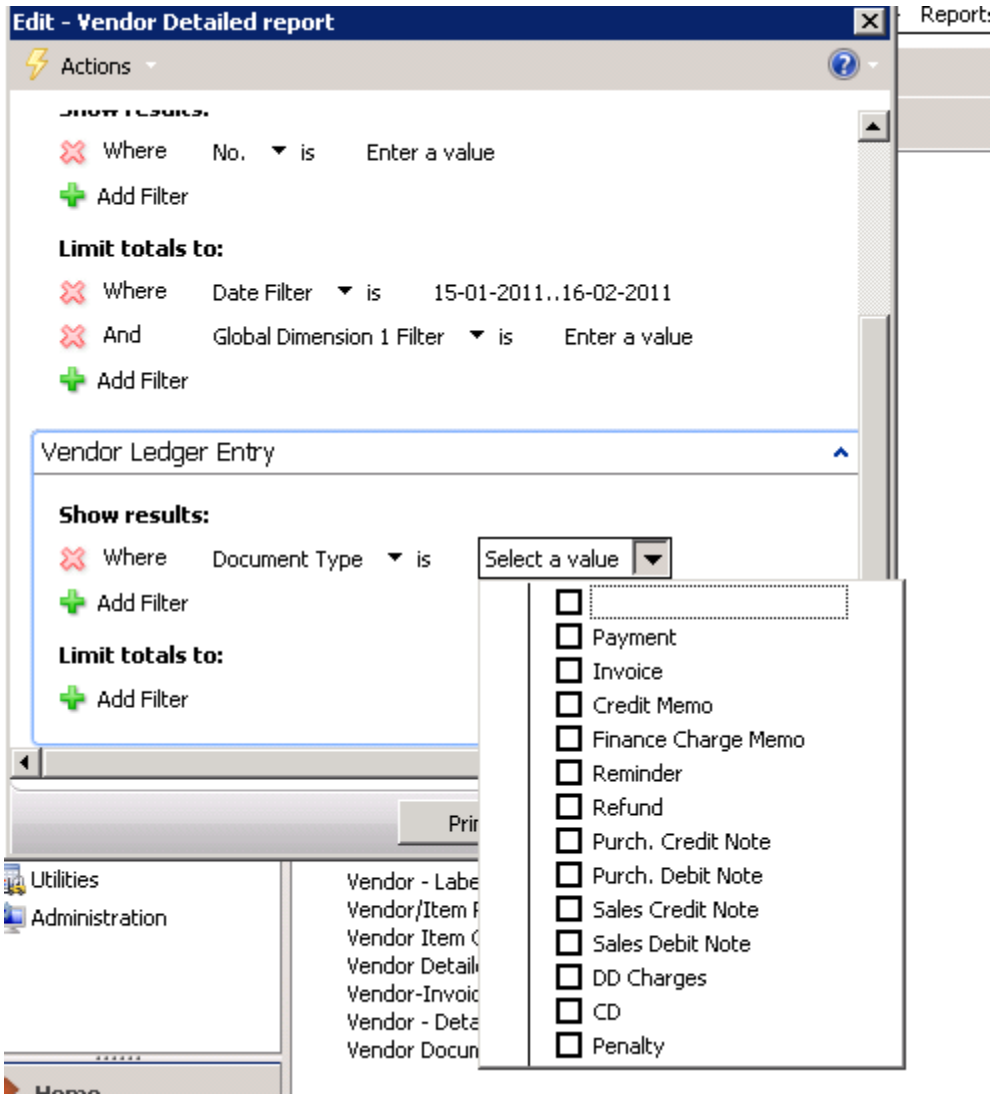
No.	Name	Remaining Amount(LCY)	
		Debit	Credit
BOSCH	BOSCH LIMITED	57,561.76	0.00
BOSCH LTD	Bosch Limited	1,000.00	0.00
MICO	BOSCH Ltd	0.00	273,365,175,013.47
THIRD PARTY	third party vendor	0.00	6.37
	Total	**58,561.76**	**273,365,175,019.84**

1.2. Vendor Detailed Report

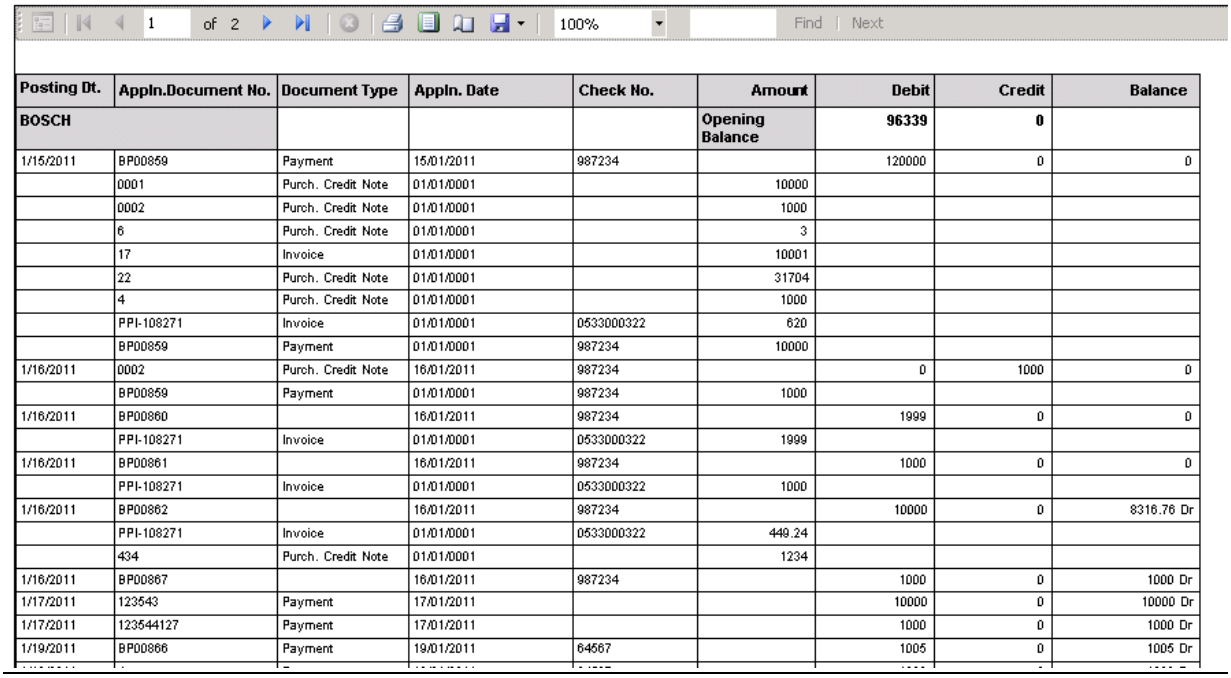
This report shows all the transactions related to the Vendor. This includes Receipt, Advance Receipt, Debit Note, Credit Note and Invoice.
Report filters will be like this as follows. Vendor code , date filters can be given.
If we type “T” in the date filter system date will appear.



You can add the document type as a filter by clicking add filter.


Edit - Vendor Detailed report
Actions
Where No. is Enter a value
Add Filter
Limit totals to:
Where Date Filter is 15-01-2011..16-02-2011
And Global Dimension 1 Filter is Enter a value
Add Filter
Vendor Ledger Entry
Show results:
Where Document Type is Select a value
Add Filter
Limit totals to:
Add Filter
Payment
Invoice
Credit Memo
Finance Charge Memo
Reminder
Refund
Purch. Credit Note
Purch. Debit Note
Sales Credit Note
Sales Debit Note
DD Charges
CD
Penalty
Utilities
Administration

Vendor Detailed report

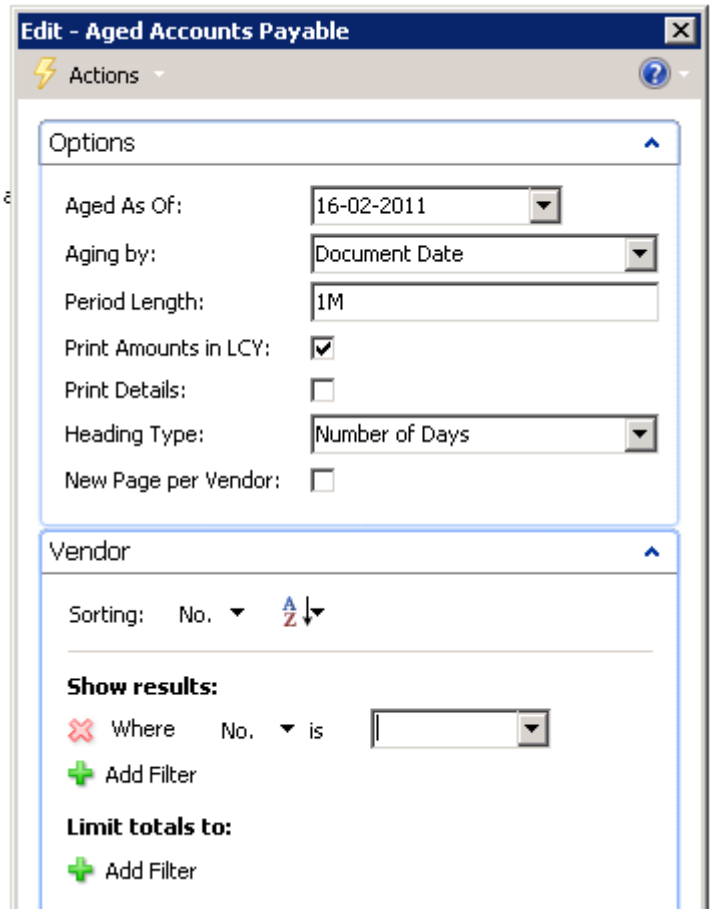


1 of 2 | 100% | Find | Next

Posting Dt.	Appln.Document No.	Document Type	Appln. Date	Check No.	Amount	Debit	Credit	Balance
BOSCH					**Opening Balance**	**96339**	**0**	
1/15/2011	BP00859	Payment	15/01/2011	987234		120000	0	0
	0001	Purch. Credit Note	01/01/0001		10000			
	0002	Purch. Credit Note	01/01/0001		1000			
	6	Purch. Credit Note	01/01/0001		3			
	17	Invoice	01/01/0001		10001			
	22	Purch. Credit Note	01/01/0001		31704			
	4	Purch. Credit Note	01/01/0001		1000			
	PPI-108271	Invoice	01/01/0001	0533000322	620			
	BP00859	Payment	01/01/0001	987234	10000			
1/16/2011	0002	Purch. Credit Note	16/01/2011	987234		0	1000	0
	BP00859	Payment	01/01/0001	987234	1000			
1/16/2011	BP00860		16/01/2011	987234		1999	0	0
	PPI-108271	Invoice	01/01/0001	0533000322	1999			
1/16/2011	BP00861		16/01/2011	987234		1000	0	0
	PPI-108271	Invoice	01/01/0001	0533000322	1000			
1/16/2011	BP00862		16/01/2011	987234		10000	0	8316.76 Dr
	PPI-108271	Invoice	01/01/0001	0533000322	449.24			
	434	Purch. Credit Note	01/01/0001		1234			
1/16/2011	BP00867		16/01/2011	987234		1000	0	1000 Dr
1/17/2011	123543	Payment	17/01/2011			10000	0	10000 Dr
1/17/2011	123544127	Payment	17/01/2011			1000	0	1000 Dr
1/19/2011	BP00866	Payment	19/01/2011	64567		1005	0	1005 Dr

1.3. Vendor Age wise report (Invoice Wise)

This is used to get the vendor outstanding balance age wise for each invoice. The outstanding balance of the invoice is computed from the adjusted vouchers (Invoices adjusted against payment, advance payment or debit note). That is all adjustment vouchers created on or before the specified date (Authorization date <= As on Date) will be taken and the sum of payment or advance payment or debit note adjusted against the invoice will be subtracted from the total invoice value to arrive at outstanding of the invoice. To determine, how many days the outstanding balance is kept pending for each invoice, the invoice date is subtracted from the date passed, and the balance will be displayed under the respective column based on the intervals passed. For credit notes the agewise split up will not be shown.



Report will be like below

Aged Accounts Payable

1 of 1 100% Find | Next

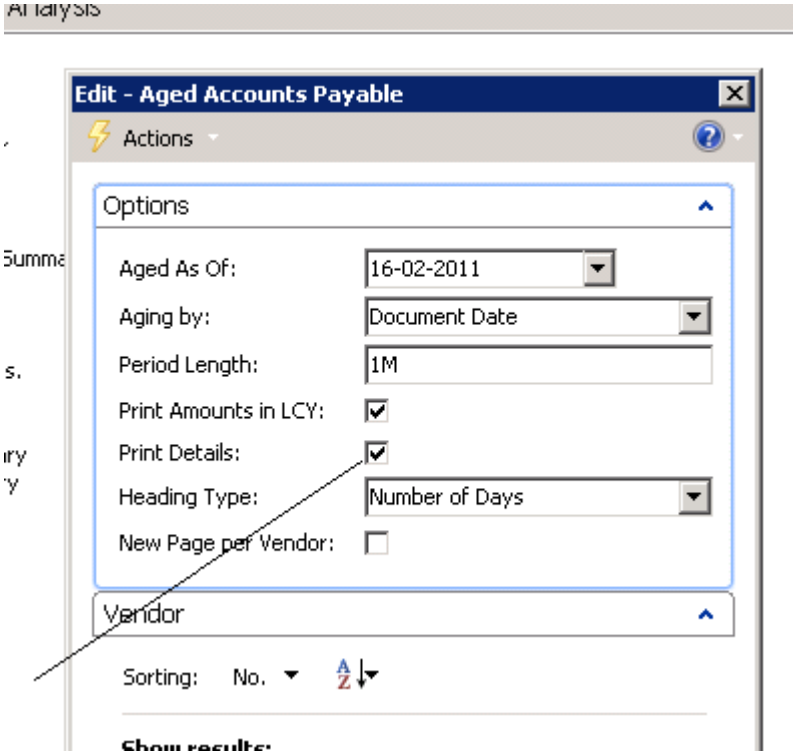
Aged Accounts Payable
0017011625

Monday, March 21, 2011
Page 1
EFOCUS\phk5chi

Aged as of 16. February 2011
Aged by Document Date
All Amounts in LCY

									Ag
No.	**Name**				**Balance**	**1 - 31 days**	**32 - 62**	**63 - 92**	
BOSCH	BOSCH LIMITED				56461.76 Dr	47145 Dr	9316.76 Dr	0.00	
MICO	BOSCH Ltd				27336448611 9.46 Cr	84675639.97 Cr	27327981047 9.49 Cr	0.00	
Total (LCY)					**273364429 657.70 Cr**	**84628494.9 7 Cr**	**273279801 162.73 Cr**	**0.00**	
						0%	100%	0%	

If we select the print details option in the filter pane (refer the below screen shot)



The report will be invoice wise

Aged Accounts Payable

1 of 1 100% Find | Next

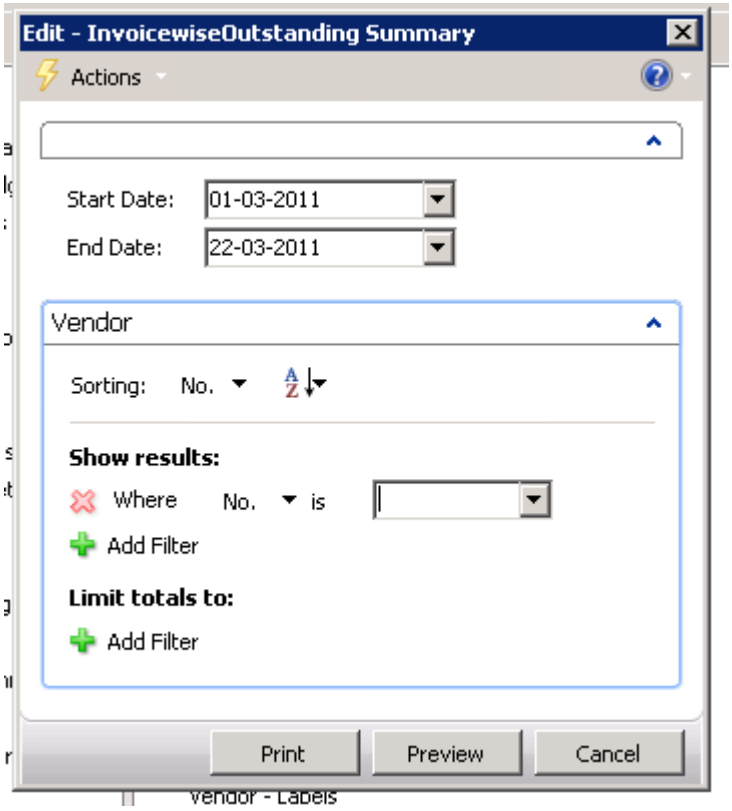
Aged Accounts Payable
0017011625

Monday, March 21, 2011
Page 1
EFOCUS\phk5chi

Aged as of 16. February 2011
Aged by Document Date
All Amounts in LCY

							Aged by Doc		
Posting Date	**Document Type**	**Document No.**	**Due Date**	**Original Amount**	**Balance**	**1 - 31 days**	**32 - 62 days**	**63 - 92 days**	**93 - 123 days**
BOSCH	**BOSCH LIMITED**								
17-01-11	Payment	123543	17-01-11	10000 Dr	10000 Dr	10000 Dr	0.00	0.00	0.00
17-01-11	Payment	123544127	17-01-11	1000 Dr	1000 Dr	1000 Dr	0.00	0.00	0.00
16-01-11		BP00862	16-01-11	10000 Dr	8316.76 Dr	0.00	8316.76 Dr	0.00	0.00
19-01-11	Payment	BP00866	19-01-11	1005 Dr	1005 Dr	1005 Dr	0.00	0.00	0.00
19-01-11	Payment	4	19-01-11	1008 Dr	1008 Dr	1008 Dr	0.00	0.00	0.00
19-01-11	Purch. Debit Note	7	19-01-11	1011 Dr	1011 Dr	1011 Dr	0.00	0.00	0.00
16-01-11		BP00867	16-01-11	1000 Dr	1000 Dr	0.00	1000 Dr	0.00	0.00
19-01-11	Payment	BP00868	19-01-11	103 Dr	103 Dr	103 Dr	0.00	0.00	0.00
19-01-11	Payment	BP00870	19-01-11	10000 Dr	10000 Dr	10000 Dr	0.00	0.00	0.00
19-01-11	Payment	BP00871	19-01-11	1000 Dr	1000 Dr	1000 Dr	0.00	0.00	0.00
19-01-11	Payment	BP00872	19-01-11	1020 Dr	1020 Dr	1020 Dr	0.00	0.00	0.00
20-01-11	Payment	BP00873	20-01-11	1000 Dr	1000 Dr	1000 Dr	0.00	0.00	0.00
21-01-11	Purch. Debit Note	5	21-01-11	1000 Dr	1000 Dr	1000 Dr	0.00	0.00	0.00
16-02-11	Payment	BP00877	16-02-11	10000 Dr	10000 Dr	10000 Dr	0.00	0.00	0.00

1.4. Vendor invoice wise outstanding report



Filter criteria from and to date is must. Customer Number is optional.
Report will be like below screen shot.

InvoicewiseOutstanding Summary

1 of 1 | 100% | Find | Next

3/21/2011 5:55 PM
Page 1
EFOCUS\phk5chi

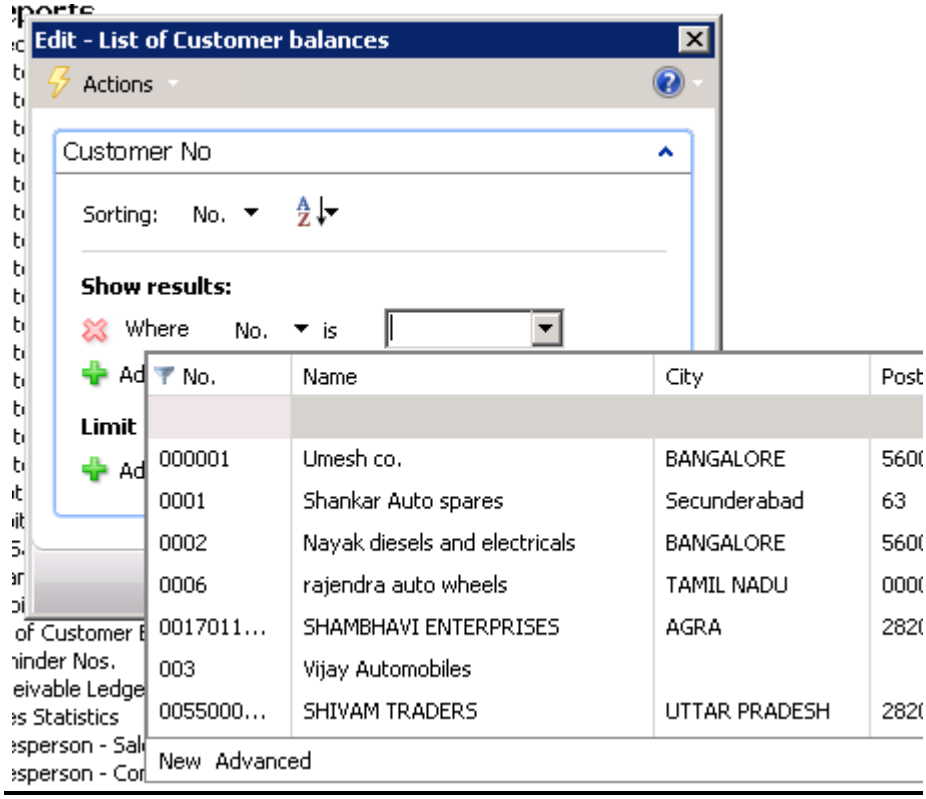
Invoicewise Outstanding Ledger
0017011625
Period: 01-03-11..22-03-11

Vendor No.	Vendor Name	Invoice No.	Invoice Date	Amount (LCY)	Remaining Amt. (LCY)	Due Date
MICO	BOSCH Ltd					
		PPI-108340	3/1/2011	-1,117.58	-1,117.58	3/1/2011
		PPI-108343	3/14/2011	-71,248.18	-61,248.18	3/14/2011
		PPI-108345	3/3/2011	-1,117.58	-1,117.58	3/3/2011
			Total:	**-73,483.34**	**-63,483.34**	
THIRD PARTY	third party vendor					
		PPI-108342	3/4/2011	-318.55	-318.55	3/4/2011
		PPI-108344	3/15/2011	-7.94	-7.94	3/15/2011
			Total:	**-326.49**	**-326.49**	

Accounts Receivable

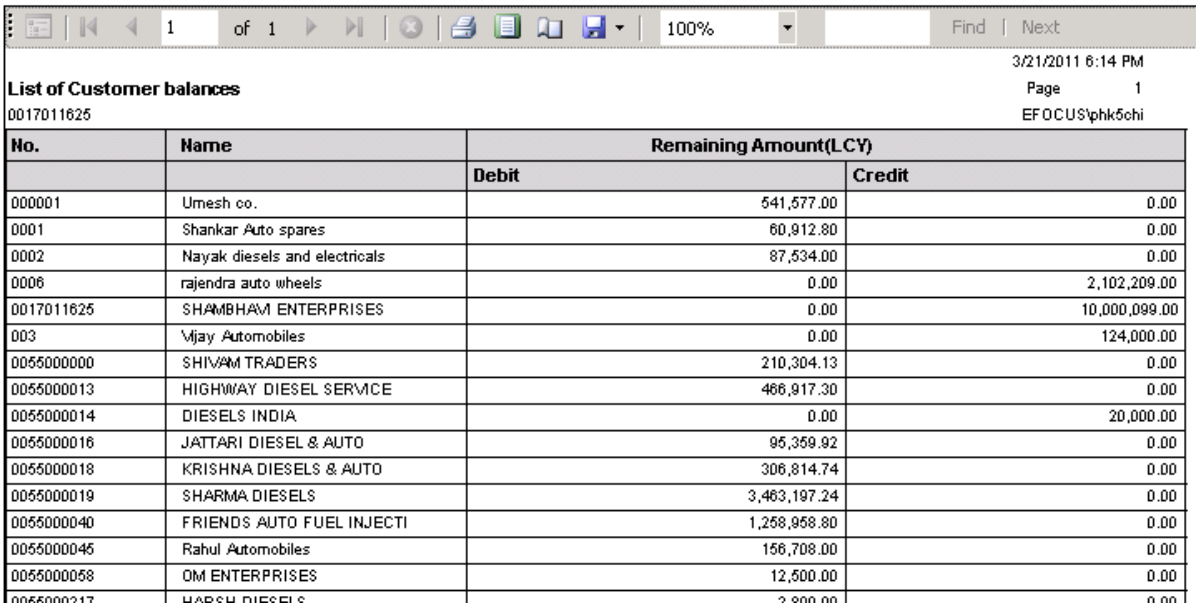
2.1 List of Customer Balances

This report is used to show the outstanding balance of each customer for the given criteria. As the customer outstandings are maintained financial period wise, the outstanding balance of the customer is computed for the given financial year or period by using the formula OpeningDrBalance + DrBalance – OpeningCrBalance – CrBalance. For financial year always the last periods detail will be taken for computation. For as on date, the financial period is determined from the date specified, and the opening balance on the start date of the financial period is computed (OpeningDrBalance – OpeningCrBalance).The transaction details are captured to find out the balance between start date and the date passed. This will get added with the opening balance on the first day of the financial period if the balance is debit, otherwise it is subtracted from the opening balance.



To select the customer number is optional. If you have not selected the customer code. System will show all the customer's balances.

List of Customer balances



1 of 1 100% Find | Next

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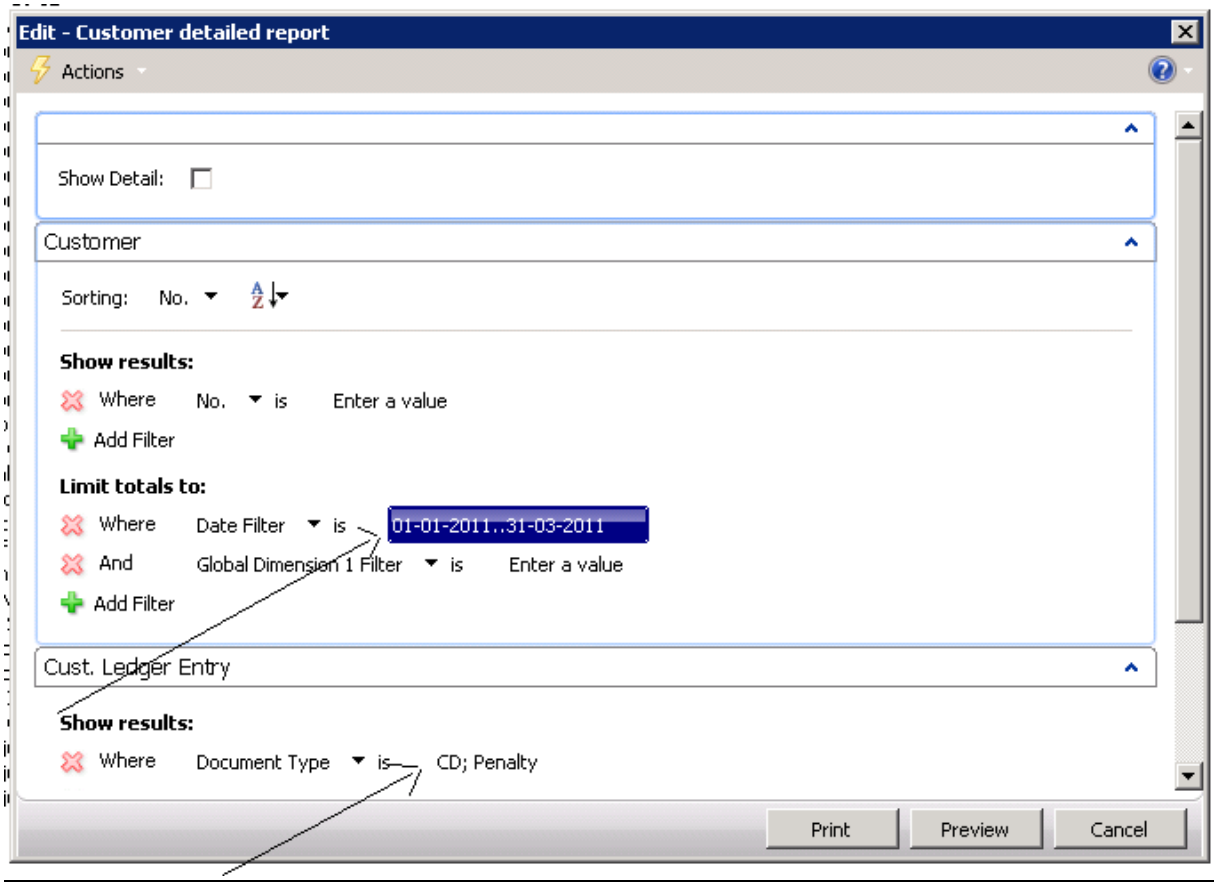
List of Customer balances Page 1

0017011625 EFOCUS\phk5chi

No.	Name	Remaining Amount(LCY)	
		Debit	Credit
000001	Umesh co.	541,577.00	0.00
0001	Shankar Auto spares	60,912.80	0.00
0002	Nayak diesels and electricals	87,534.00	0.00
0006	rajendra auto wheels	0.00	2,102,209.00
0017011625	SHAMBHAVI ENTERPRISES	0.00	10,000,099.00
003	Vijay Automobiles	0.00	124,000.00
0055000000	SHIVAM TRADERS	210,304.13	0.00
0055000013	HIGHWAY DIESEL SERVICE	466,917.30	0.00
0055000014	DIESELS INDIA	0.00	20,000.00
0055000016	JATTARI DIESEL & AUTO	95,359.92	0.00
0055000018	KRISHNA DIESELS & AUTO	306,814.74	0.00
0055000019	SHARMA DIESELS	3,463,197.24	0.00
0055000040	FRIENDS AUTO FUEL INJECTI	1,258,958.80	0.00
0055000045	Rahul Automobiles	156,708.00	0.00
0055000058	OM ENTERPRISES	12,500.00	0.00
0055000217	HARSH DIESELS	2,800.00	0.00

2.2 Customer Detailed Report

This report shows all the transactions related to the customer. This includes Receipt, Advance Receipt, Debit Note, Credit Note and Invoice.



Date filter is a mandatory field and Document type can be added based on the transaction which you want to view.

Customer detailed report

1 of 55 100% Find | Next

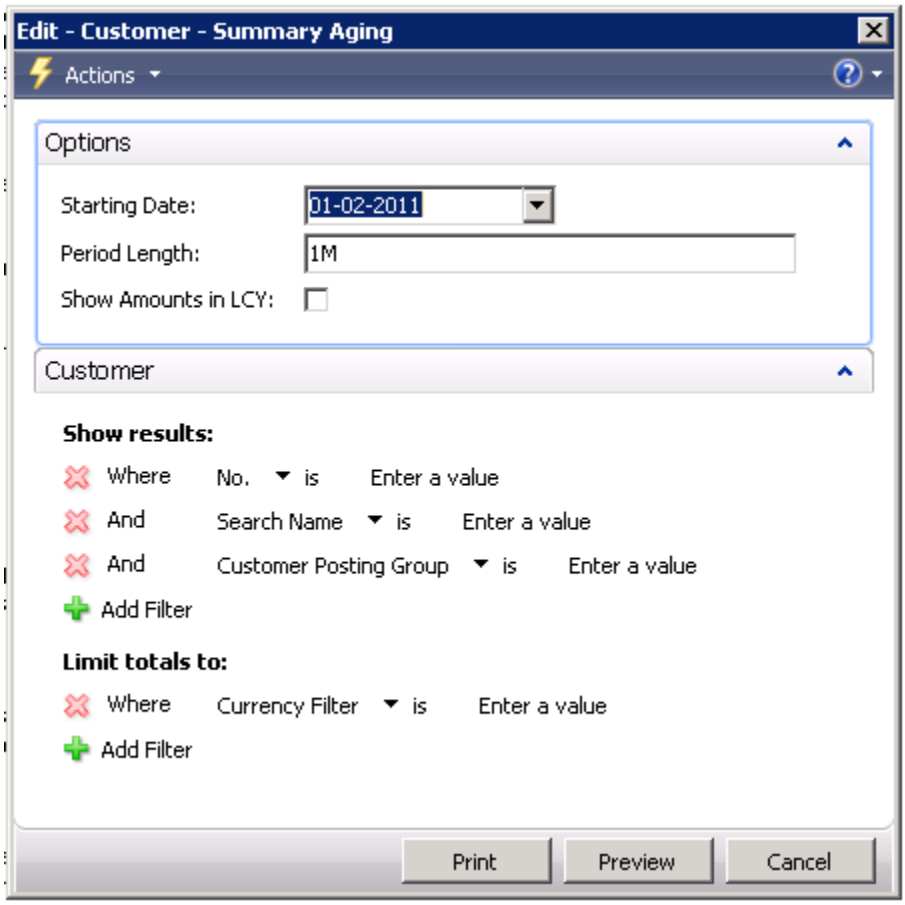
Period **01-01-11..31-03-11**

Posting Dt.	Document No	Document Type	Appln. Date	Check No.	Amount	Debit	Credit	B
000001	**Umesh co.**				**Opening Balance**	**0**	**0**	
11-01-2011	PO_INV-122204	Invoice	11/01/2011			1000	0	
15-01-2011	CASHRCPT3	Payment	15/01/2011			0	1000	
16-01-2011	BPR0626	Payment	16/01/2011			0	1000	
16-01-2011	BPR0627	Payment	16/01/2011			0	1000	
16-01-2011	BPR0628	Payment	16/01/2011			0	1111	-1111 Cr
16-01-2011	0001	Payment	16/01/2011			0	10000	-10000 Cr
16-01-2011	CASE NO.8	Sales Debit Note	16/01/2011			1000	0	
16-01-2011	BPR0629	Payment	16/01/2011			0	10000	-9000 Cr
18-01-2011	UNP0001		18/01/2011			1000	0	
18-01-2011	POSTED0001		18/01/2011			1000	0	
01-02-2011	PO_INV-122402	Invoice	01/02/2011			85	0	
01-02-2011	PO_INV-122403	Invoice	01/02/2011			85	0	85 Dr
03-02-2011	PO_INV-122411	Invoice	03/02/2011			28150	0	28150 Dr
03-02-2011	PO_INV-122412	Invoice	03/02/2011			28150	0	28150 Dr

2.3. Customer Age wise Report

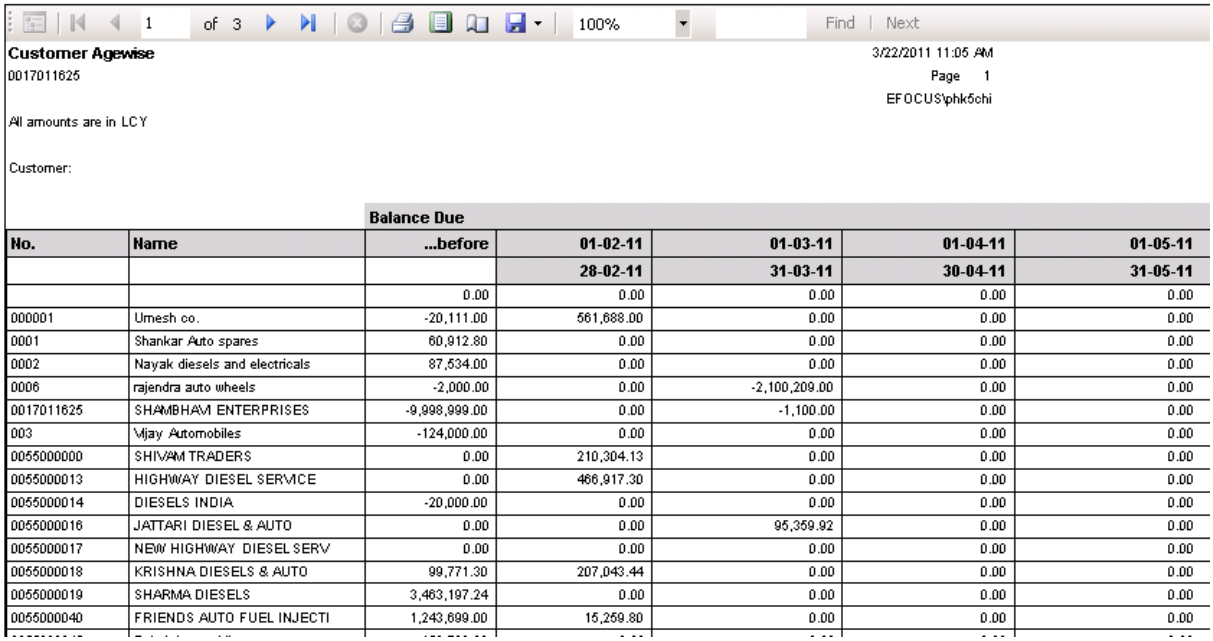
This is used to get the customer outstanding balance age wise for each invoice. The outstanding balance of the invoice is computed from the adjusted vouchers (Invoices adjusted against receipt, advance receipt or credit note. That is all adjustment vouchers created on or before the specified date will be taken and the sum of receipt or advance receipt or credit note adjusted against the invoice will be subtracted from the total invoice value to arrive at outstanding of the invoice. To determine, how many days the outstanding balance is kept pending for each invoice, the invoice date is subtracted from the date passed, and the balance will be displayed under the respective column based on the intervals passed. For debit notes the age wise split up will not be shown.

From which date you want to do the aging you select that date as a starting date.
Period can be one month (30 days interval)



Report will be as follows after giving the above selected criterias.

Customer - Summary Aging



1 of 3 100% Find | Next

Customer Agewise 3/22/2011 11:05 AM

0017011625 Page 1

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All amounts are in LCY

Customer:

		Balance Due				
No.	**Name**	**...before**	**01-02-11**	**01-03-11**	**01-04-11**	**01-05-11**
			28-02-11	**31-03-11**	**30-04-11**	**31-05-11**
		0.00	0.00	0.00	0.00	0.00
000001	Umesh co.	-20,111.00	561,688.00	0.00	0.00	0.00
0001	Shankar Auto spares	60,912.80	0.00	0.00	0.00	0.00
0002	Nayak diesels and electricals	87,534.00	0.00	0.00	0.00	0.00
0006	rajendra auto wheels	-2,000.00	0.00	-2,100,209.00	0.00	0.00
0017011625	SHAMBHAVI ENTERPRISES	-9,998,999.00	0.00	-1,100.00	0.00	0.00
003	Vijay Automobiles	-124,000.00	0.00	0.00	0.00	0.00
0055000000	SHIVAM TRADERS	0.00	210,304.13	0.00	0.00	0.00
0055000013	HIGHWAY DIESEL SERVICE	0.00	466,917.30	0.00	0.00	0.00
0055000014	DIESELS INDIA	-20,000.00	0.00	0.00	0.00	0.00
0055000016	JATTARI DIESEL & AUTO	0.00	0.00	95,359.92	0.00	0.00
0055000017	NEW HIGHWAY DIESEL SERV	0.00	0.00	0.00	0.00	0.00
0055000018	KRISHNA DIESELS & AUTO	99,771.30	207,043.44	0.00	0.00	0.00
0055000019	SHARMA DIESELS	3,463,197.24	0.00	0.00	0.00	0.00
0055000040	FRIENDS AUTO FUEL INJECTI	1,243,699.00	15,259.80	0.00	0.00	0.00

2.5. Invoice wise outstanding report

This report is used to get the outstanding balances of the debit documents (Invoices and Debit Note) of the customer along with the adjusted credit (Credit Note, Receipts and Advance receipts) document details. For debit documents the condition will be, authorization date/document date between the from and to date passed and documents in confirmed state. For credit documents, the condition will be as, all adjusted vouchers on or before the to date and should have been confirmed. Based on VoucherType the debit credit information will be retrieved.

Selection criteria for this report will be from and to date.
Report layout will be as follows,

Invoicewise Outstanding Ledger

3/26/2011 3:55 PM
Page 1

0017012305

EFOCUS\phk5chi

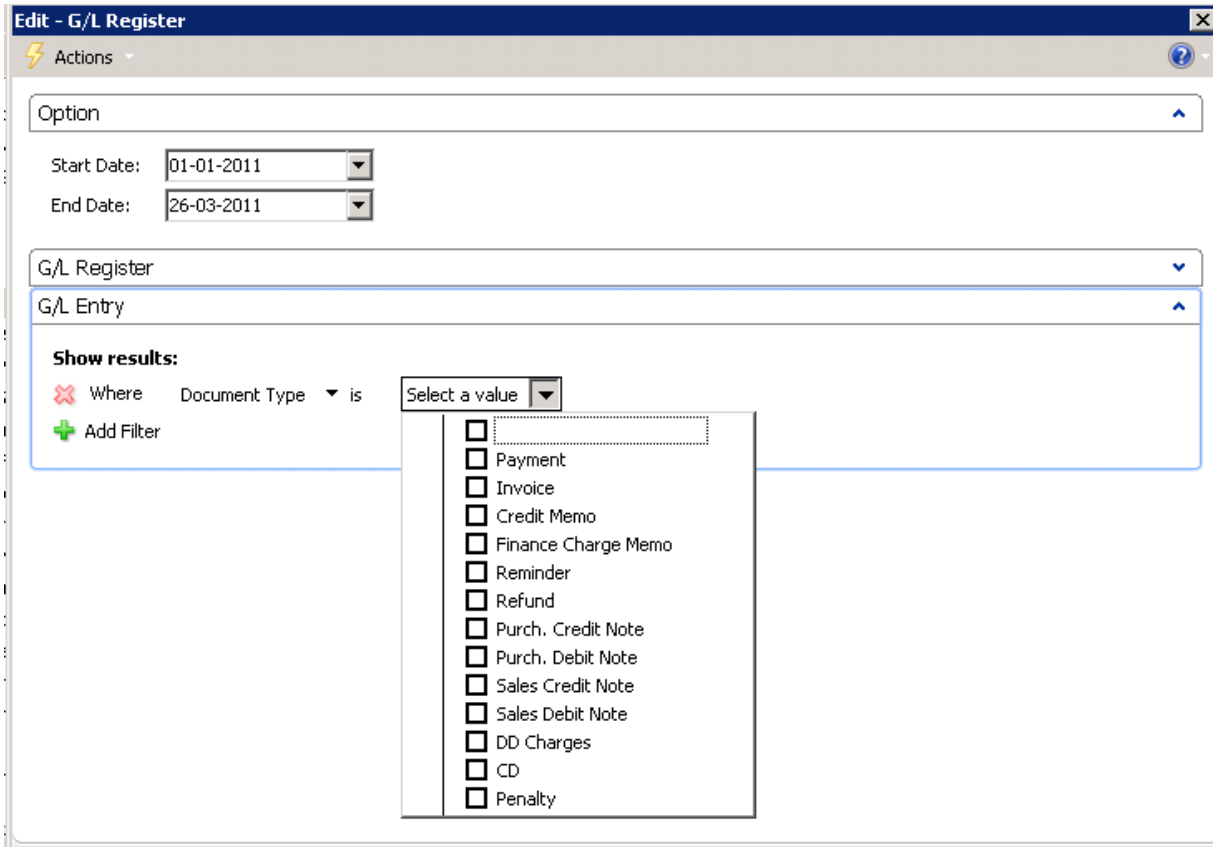
Period: 01-01-11..26-03-11

No.	Name	Document No.	Posting Date	Amount (LCY)	Remaining Amt. (LCY)	Due Date
001	**g.k.diesels**					
		10/00008/SINV	3/17/2011	780.00	780.00	3/17/2011
		10/00010/SINV	3/17/2011	1,560.00	1,560.00	3/17/2011
			Total:	**2,340.00**	**2,340.00**	
00550220	**BASKAR DIESEL INJEC.SERCE**					
		10/00001/SINV	2/24/2011	646.00	646.00	2/24/2011
			Total:	**646.00**	**646.00**	
00550220	**24**					
		10/00002/SINV	2/28/2011	680.00	680.00	2/28/2011
		10/00003/SINV	2/28/2011	68.00	68.00	2/28/2011
		10/00004/SINV	2/2/2011	730.00	730.00	2/2/2011
		10/00006/SINV	3/7/2011	850.00	850.00	3/7/2011
			Total:	**2,328.00**	**2,328.00**	
123	**c.d.r**					
		10/00011/SINV	3/17/2011	546.00	546.00	3/17/2011
			Total:	**546.00**	**546.00**	

3.1. GL register

This report shows the details all type of transactions account code wise along with their opening and closing balances (Bank/Cash payments, Bank/Cash receipts, Journal, Bank/Cash transfers). As the details of bank/cash books can be obtained from the respective reports, the transaction detail will not shown, instead the summary (closing balance) will be shown.
Closing balance is derived as Opening balance + Transaction debit – Transaction credit provided opening balance is debit. Otherwise, Transaction debit balance - Transaction Credit – Opening credit balance. For financial year/period the opening balance of the account is obtained for the period/year specified. For the given period, the financial period and year is determined based on the from date and the opening balance is computed as Opening debit - opening credit + difference in opening and credit balances of the transactions between start date of the financial year/period and one day less than the from date specified. Provision has been given to consolidate the details of all transactions for all branches and operations or for a specific branch.

Selection criteria for this report will be as follows and the document type you can select



If you want to view all the document type reports then no need to select anything report will get display all the transactions with all the document types.

G/L Register

1 of 25 100% Find | Next

ter 3/26/2011 4:00 PM

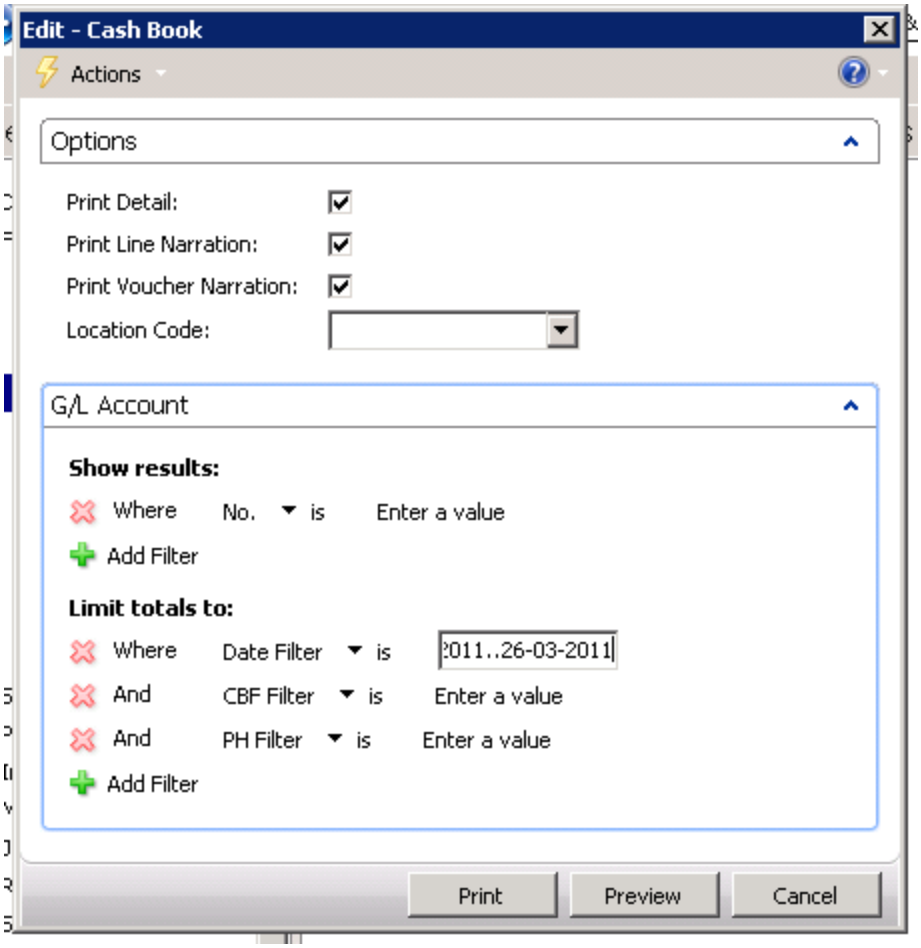
Page 1

-11..26-03-11. EFOCUS\phk5chi

ate	Document Type	Document No.	G/L Account No.	Name	Description	Tax Amount	Debit Amount	Credit Am
No.	1							
		513620651	211000	BOSCH Items	Direct Cost ITEMJNL on 23-02-	0.00	1,596.63	
		513620651	717000	Inventory Adjmt., Retail	Direct Cost ITEMJNL on 23-02-	0.00	0.00	1,5
		513620553	211000	BOSCH Items	Direct Cost ITEMJNL on 23-02-	0.00	670.22	
		513620553	717000	Inventory Adjmt., Retail	Direct Cost ITEMJNL on 23-02-	0.00	0.00	6
		513620553	211000	BOSCH Items	Direct Cost ITEMJNL on 23-02-	0.00	966.00	
		513620553	717000	Inventory Adjmt., Retail	Direct Cost ITEMJNL on 23-02-	0.00	0.00	9
		513620553	211000	BOSCH Items	Direct Cost ITEMJNL on 23-02-	0.00	1,992.90	
		513620553	717000	Inventory Adjmt., Retail	Direct Cost ITEMJNL on 23-02-	0.00	0.00	1,9
		513620553	211000	BOSCH Items	Direct Cost ITEMJNL on 23-02-	0.00	3,803.40	
		513620553	717000	Inventory Adjmt., Retail	Direct Cost ITEMJNL on 23-02-	0.00	0.00	3,8
		513620553	211000	BOSCH Items	Direct Cost ITEMJNL on 23-02-	0.00	488.43	
		513620553	717000	Inventory Adjmt., Retail	Direct Cost ITEMJNL on 23-02-	0.00	0.00	4
		513620553	211000	BOSCH Items	Direct Cost ITEMJNL on 23-02-	0.00	1,953.72	
		513620553	717000	Inventory Adjmt., Retail	Direct Cost ITEMJNL on 23-02-	0.00	0.00	1,9

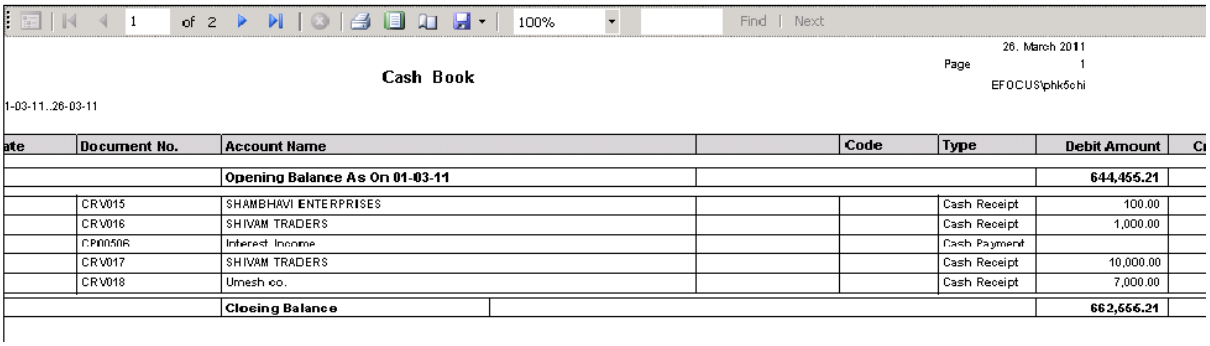
3.2. Cash Day book

This is used to get the details about all the cash related transactions that are handled in General Ledger, Accounts Receivable, Accounts Payable & Fixed Assets, Loans. The balance of the cash book (which is defined through the Bank Cash Master in GL) can be obtained. The type of the transactions could be Cash Payment, Cash Receipt, and Cash Transfer (Cash book to Cash book, Bank book to Cash Book, and Cash book to Bank book). In report transaction amount for Cash payment will be displayed as Credit and Cash receipt will be shown as Debit.
Balance of cash book be shown based on the period(Daily, monthly, financial year or period).By default, the book balance will be shown only for the logon branch and operation. Provision has been made to get the balance of the specified book for all the branches and operations or for a specific branch (both MD and AD) of a company. This is basically required to consolidate the transactions of all branches and operations of a company. This report will have all transaction details of a specified book, along with its opening and closing balance. The cash book balance has to match with the corresponding account balance in Trial balance, GL ledger. Only confirmed records will appear in this report.
Date Filter for this report is like (01-03-2011..26-03-2011) see the below screen shot.



Report layout will as follows,

Cash Book



1 of 2 100% Find | Next

26. March 2011
Page 1
EFOCUS\phk5chi

Cash Book

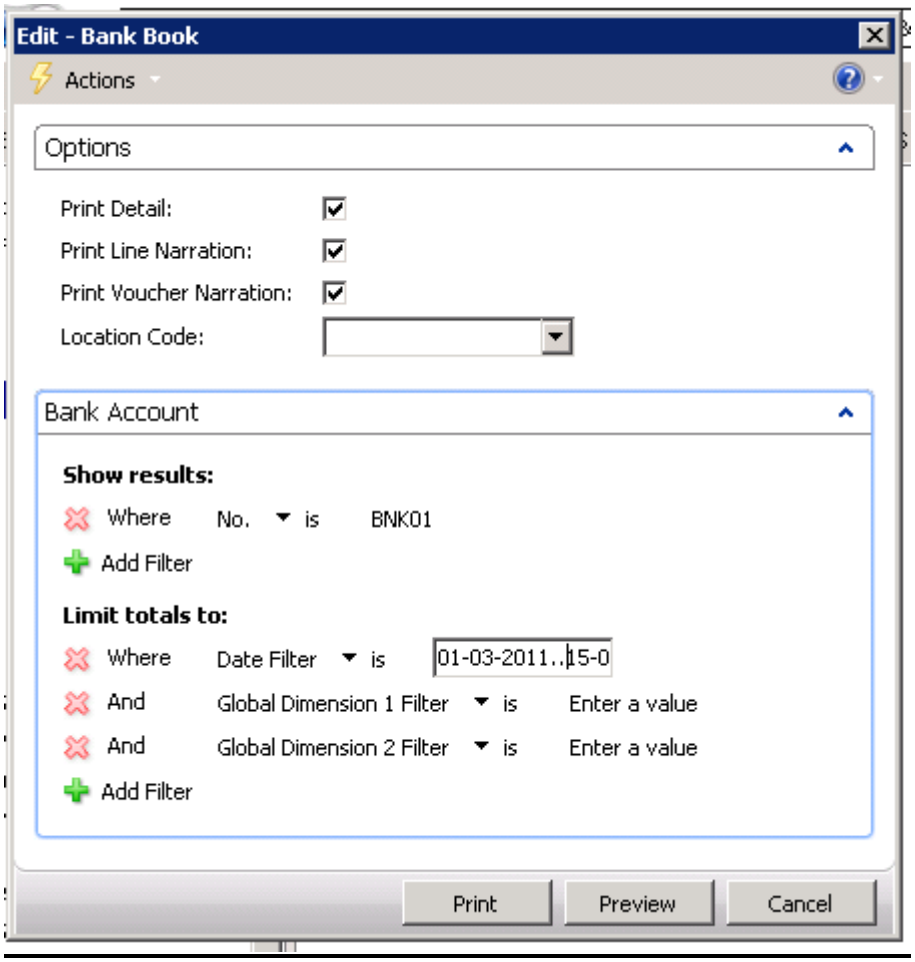
1-03-11..26-03-11

ate	Document No.	Account Name		Code	Type	Debit Amount	Cr
		Opening Balance As On 01-03-11				**644,455.21**	
	CRV015	SHAMBHAVI ENTERPRISES			Cash Receipt	100.00	
	CRV016	SHIVAM TRADERS			Cash Receipt	1,000.00	
	CP00506	Interest Income			Cash Payment		
	CRV017	SHIVAM TRADERS			Cash Receipt	10,000.00	
	CRV018	Umesh co.			Cash Receipt	7,000.00	
		Closing Balance				**662,555.21**	

3.3.Bank Day book

This is used to get the details about all the bank related transactions that are handled through the finance modules (General Ledger, Accounts Receivable, Accounts Payable, Fixed Assets, Loans). The balance of the Bank book (which is defined through the Bank Cash Master in GL) can be obtained. The type of the transactions could be Bank Payment, Bank Receipt, and Bank Transfer (Bank book to Bank book, Cash book to Bank Book, and Bank book to Cash book). The transaction amount of the Bank payment will be shown as credit and the bank receipt will be shown as debit in the report.

The balance of the bank book can be seen for each day, each month, between dates, financial year, or financial period. By default, the book balance will be shown only for the logon branch and operation. Provision has been made to get the balance of the specified book for all the branches and operations or for a specific branch (both MD and AD) of a company. This is basically required to consolidate the transactions of all branches and operations of a company. This report will have all transaction details of a specified book, along with its opening and closing balance. The bank book balance has to match with the corresponding account balance in Trial balance, and GL ledger. Only confirmed transactions will appear in this report.



Report layout will be as follows,

Bank Book

No.: BNK01, Date Filter: 01-03-11..15-03-11

Bank 1

Posting Date	Document No.	Account Name		Cheque No	Cheque Date
		Opening Balance As On 01-03-11			
06-03-11	BPR0711	JATTARI DIESEL & AUTO			
07-03-11	BPR0712	JATTARI DIESEL & AUTO			
10-03-11	BPR0703	JATTARI DIESEL & AUTO			
11-03-11	BPR0704	JATTARI DIESEL & AUTO			
12-03-11	BPR0705	JATTARI DIESEL & AUTO			
15-03-11	BPR0720	SHIVAM TRADERS			
15-03-11	BPR0721	rajendra auto wheels		1234	14-03-11
15-03-11	BPR0722	SHAMBHAVI ENTERPRISES			
15-03-11	BP00879	BOSCH Ltd			
15-03-11	BP00880	Interest on Bank Loans			
15-03-11	TEST	Vehicle Insurance Prepaid			
15-03-11	BP00881	Bosch Limited			
15-03-11	BPR0723	rajendra auto wheels			
		Test			
15-03-11	BPR0724	M/s Raj Motors			
		Closing Balance			

Chapter10: Reports for Bosch – CROs and Business Managers

10.1 Customer Overdue Tracker ----------
10.2 CPR Report ----------
10.3 Month wise consumption report ----------
10.4 Inventory analysis report (Stock valuation report-----
10.5 CBF wise Performance. (Sales & stock report) ------

Helpdesk – support for problems on application

1. Introduction

The Service Desk acts as the central point of contact between service providers (RBIN) and users (Dealers) on a day to day basis. It is also a focal point for reporting incidents and for service requests. It can also provide an interface, for other service management activities (such as incident tracking, resolution time analysis) and also the functionalities for knowledge manager to create article and FAQ's for repeated as well as known issues.

1.1. Actors (Users of the Service Desk)

- End Users
  - Dealers as well as First Level contact person will be End users.
- Service Representatives
  - Person responsible for service request resolution. He/She will be the owner of the ticket.
  - Person responsible to assign tickets to next level of technical experts if required.
  - Requesting Knowledge base manager for new KB articles.
- Service Representative Manager
  - Person responsible for managing service representatives by repeated tracking of service requests closure by various reports
- Knowledge base Manager
  - Knowledge base Manager responsible for creating knowledge Base (KB) article for all the common as well as uncommon topic in order to ensure the efficient way of service requests closure by first level service representatives.
- Report Users

- Person would like to view the service level metrics.

- IT Administrator
  - Person responsible for providing access to the others users of the system.
  - Person responsible for complete maintenance of system

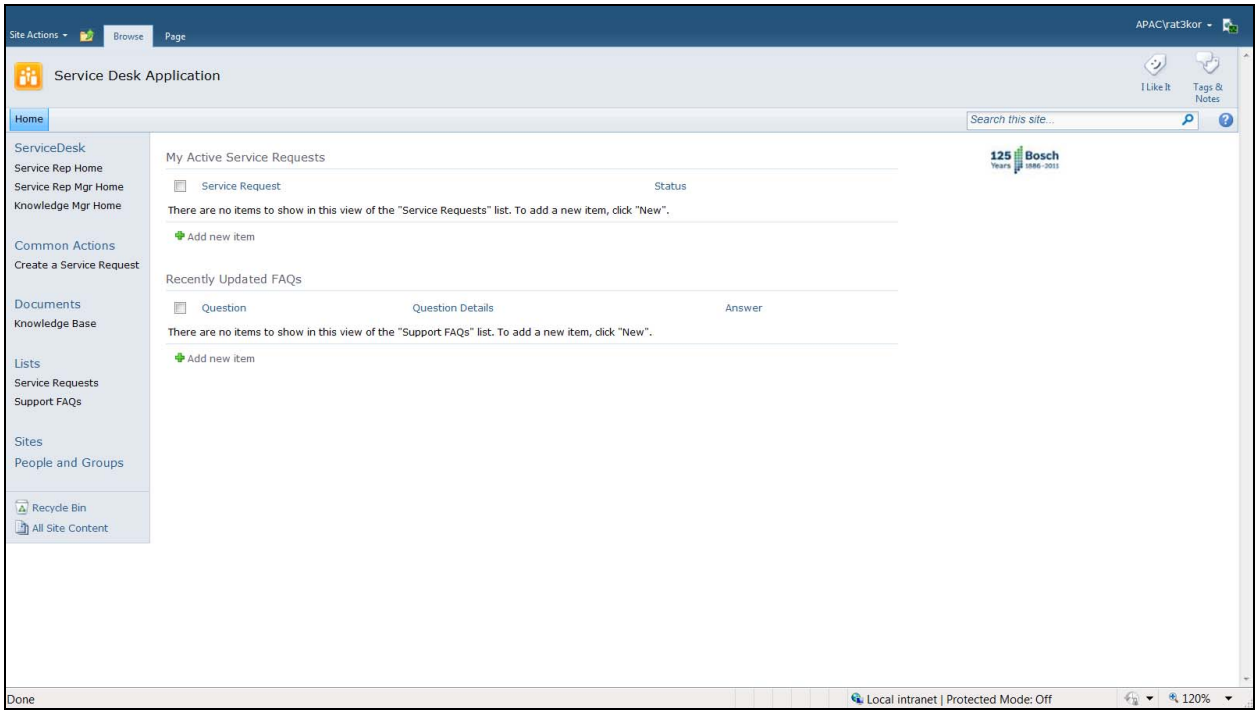
2. Overview

2.1. Features

2.1.1. Home Page

Service Desk Home page will have following functionalities,

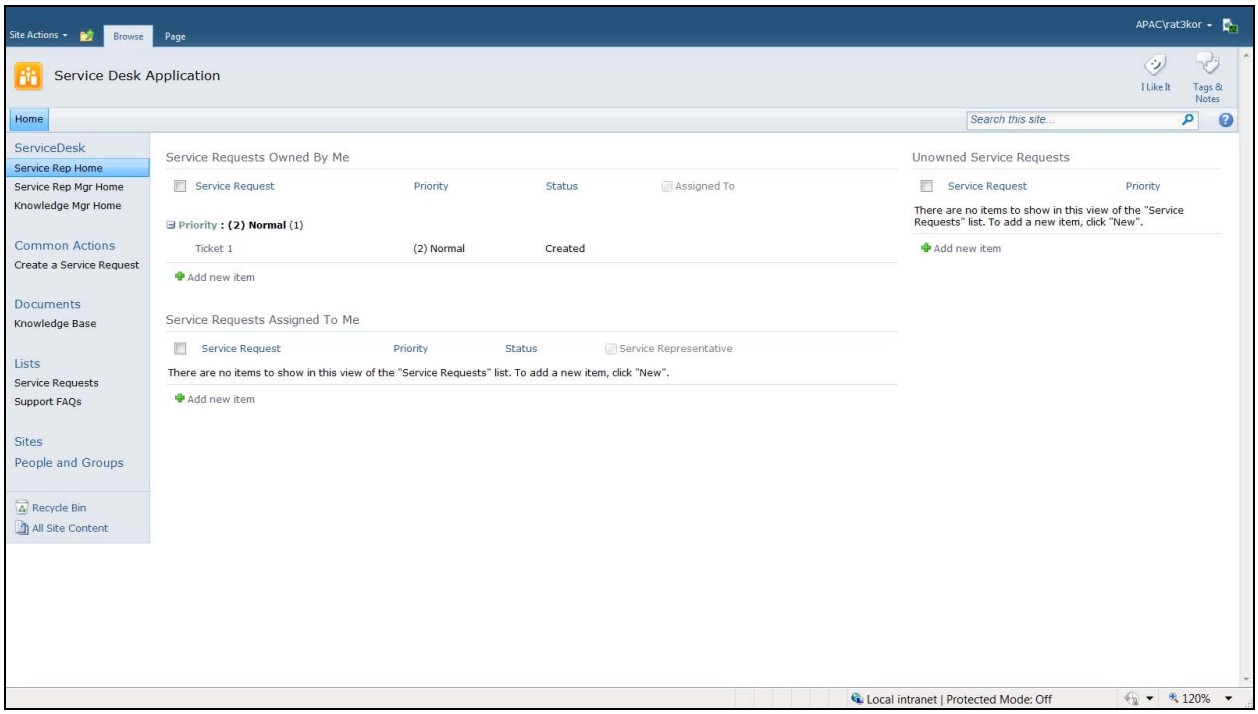
- Active service
  - All Open service requests created by the logged in user will be shown
- Recently updated FAQ's
  - FAQ's created or modified within last 7 days will be shown.



2.1.2. Service Representative Home

Service representative Home page will have following functionalities,

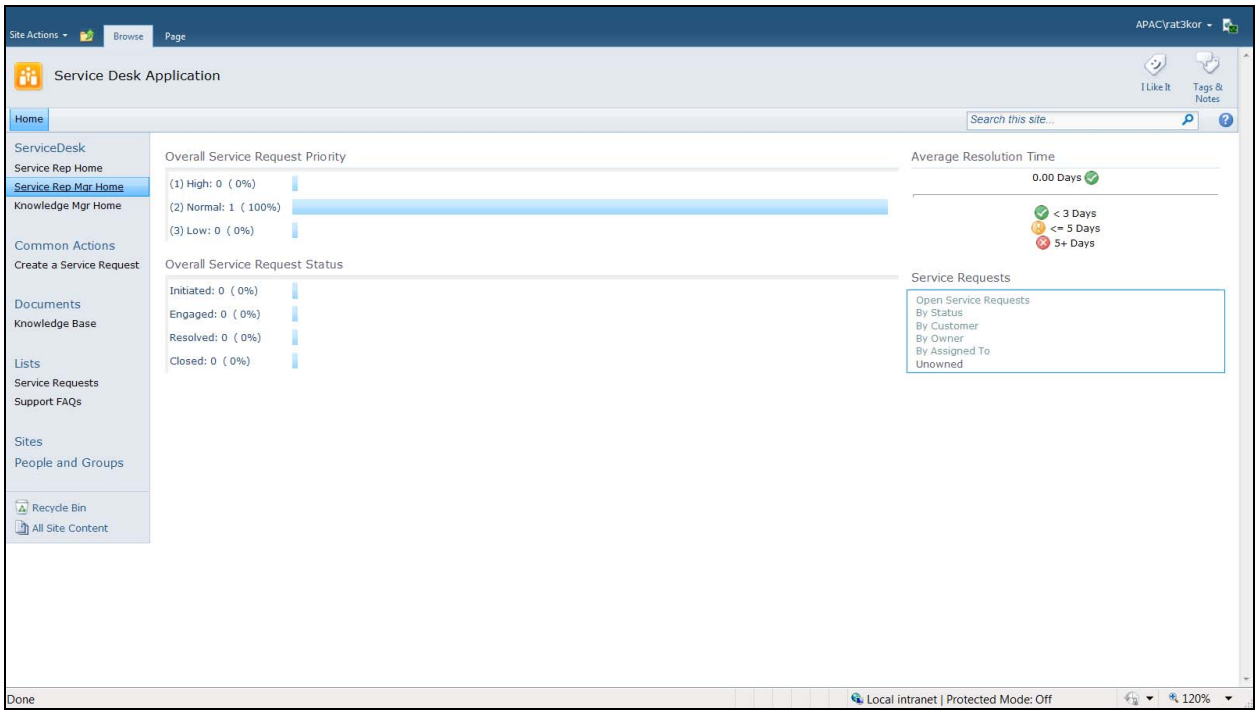
- Un Owned Service requests
  - Recently created service ticket by end users (dealers) without the service representative information assigned.
- Service requests owned by me
  - All Open Service request where the logged user is Owner of the service request.
- Service requests assigned to me.
  - Service requests created by some other service representative and assigned to the logged in user for technical analysis and feedback like service requests assigned to RBEI technical representative for resolution.



2.1.3. Service Representative Manager Home

Service representative manager home page consists of following service request graphs,

- Priority wise
  - Graphical view of service request based on request priorities.
- Status wise
  - Graphical view of service request based on request status.
- Average Resolution time
  - Green - < 3 Days
  - Yellow - <= 5 Days
  - Red - > 5+ Days



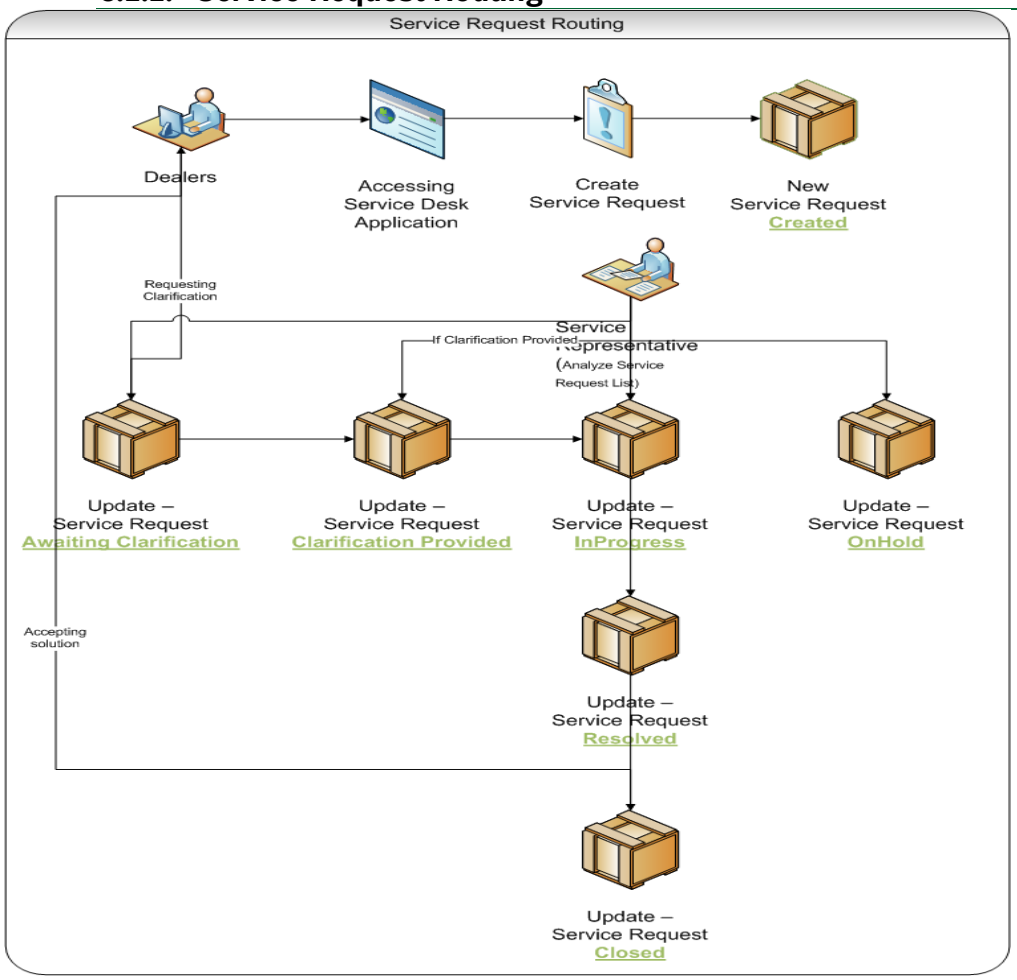
2.1.4. Knowledge Manager Home

Knowledge manager home page consists of

- My documents
  - Knowledge base (KB) articles created by current user.
- Recent Additions
  - Knowledge base (KB) articles created within last 7 days.
- Recent Changes
  - Knowledge base (KB) articles modified within last 7 days.
- Common actions,
  - Write KB article
    - Option will be provided to create a new KB article
  - Upload documents
    - Uploading existing articles to the Knowledge base
  - Create keyword
    - Will be shown while creating service desk and this will be used to group service requests based on criteria.
- KB article requested
  - All the Service requests will be shown where Service Representative requests KB article (KB article initiation will be requested by Service desk representative by marking “Mark for Knowledge base” field in the service requests details.)

3. Service Request Implementation

3.1.1. Service Request Routing


Service Request Routing
Dealers
Accessing Service Desk Application
Create Service Request
New Service Request Created
Requesting Clarification
If Clarification Provided
Service Representative (Analyze Service Request List)
Update – Service Request Awaiting Clarification
Update – Service Request Clarification Provided
Update – Service Request InProgress
Update – Service Request OnHold
Accepting solution
Update – Service Request Resolved
Update – Service Request Closed

Annexure 1: Data Migration Templates

C:\Documents and Settings\ask8ja\Desk

Annexure 2: Short Cut Keys

Alt+A	Launch action menu
Alt+Arrow	Down Open the lookup menu when focus is on a cell with a dropdown menu
Alt+I	Launch related information
Alt+M	Open Microsoft Dynamics NAV menu
Alt+P	Launch action pane
Alt+R	Launch report
Ctrl+ +	Insert a new line in a grid
Ctrl+Arrow Down	Move the focus down while the selected line stays selected
Ctrl+Arrow Left	Move focus to first cell in a row
Ctrl+Arrow Right	Move focus to last cell in a row
Ctrl+Arrow Up	Move the focus up while the selected line stays selected
Ctrl+D	Delete
Ctrl+Delete	On the filter pane, deletes a filter
Ctrl+End	Move to the last cell of the entire grid
Ctrl+F1	shows extended tooltip on a validation error
Ctrl+F10	Turn on or off key tips in the action pane
Ctrl+Home	Move to the first cell of the entire grid
Ctrl+Insert	On the filter pane, adds a filter
Ctrl+Shift+B	Open (Journals, worksheets, accounts schedules)
Ctrl+Shift+K	Edit list
Ctrl+Shift+L	View list
Ctrl+Shift+V	Open a card or a document in View mode
Ctrl+Shift+W	In View mode, open a list in a new List Task page in a new separate window
Ctrl+Shift+X	Exit
F10 Key	tips on action pane; focus on command bar; same as Alt
F11	Focus on address bar
F3	Focus on the filter pane
F5	Refresh the current page
F6	Move forward through screen elements such as panes or
Shift+F6	Move backward through screen elements such as panes or

	FastTabs, with focus on the first part of a pane
Ctrl+Shift+R	Release a document
Ctrl+Shift+M	Split line; used in Warehouse, for example, Form 5770
Ctrl+Shift+N	Show ledger entries
ALT+TAB	Switch between open windows
Ctrl+Shift+T	Add a table filter (show results/Advanced filter) in the filter Pane

Ctrl+Shift+Z	Reconcile
F8	Create new or Insert
Ctrl+Shift+U	Expand or collapse tree
Ctrl+Shift+A	Clear all filters in filter pane
F9	Post a document
Ctrl+Shift+L	List
F4	Lookup; Launches AssistEdit
Ctrl+R	Copy previous
Ctrl+Shift+J	Open statistics on a card
Alt+Arrow Left	Accelerator to move to the previous page in the navigation travel history
Alt+Arrow Right	Accelerator to move to the next page in the navigation travel history
Alt+Tab	Switch between open items
Ctrl+C	Copy
Ctrl+E	Export to Excel
Ctrl+F	Find/Navigate Form
Ctrl+L	Show links
Ctrl+O	Open a company
Ctrl+P	Print
Ctrl+Shift+D	Show dimensions
Ctrl+V	Paste
Ctrl+W	Export to Word
Ctrl+X	Cut
Ctrl+Z	Undo
Delete	Clear selected text
End	In view mode, move to the last field in the row or, if already in the last field, do not move. The text in the destination field is selected. In edit mode, move to the last character position in the field or if already in the last position, do not move.
F1	Display Help
F10	Focus on the menu bar and display key tips

F12	Focus on the navigation pane
F2	Toggle between Edit mode and View mode or open a card, document, or editable list in Edit mode
Esc	Cancel or close the current task or window, unless it is the main window